



COMMUNITY COLLEGE

DISTRICT BULLETIN

GOODMAN • RIDGELAND • GRENADA



2016-2017

# **BULLETIN**

## **HOLMES COMMUNITY COLLEGE**

**One Hundredth & Fifth Session  
Begins Monday, August 15, 2016**

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Education is Training for Complete Living

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## BOARD OF TRUSTEES

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## ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education  
Southern Association of Colleges & Schools Commission on Colleges  
Mississippi Association of Community & Junior Colleges  
American Association of Community & Junior Colleges  
Mississippi Association of Colleges  
National Junior College Athletic Association (NJCAA)

Holmes Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500, or at <http://www.sacscoc.org> for questions about the accreditation of Holmes Community College.

The Commission may be contacted to:

- Learn about the accreditation status of the institution,
- File a third-party comment at the time of the institution's decennial review, or
- File a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Holmes Community College, (662)472-2312, and not to the Commission's office.

## **BOARDS OF SUPERVISORS 2012-2016**

### **ATTALA COUNTY**

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District 1 – Shelia Jones  
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District 5 – Paul Griffin

### **MONTGOMERY COUNTY**

District 1 – Keith McGee  
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District 5 – Janet Harper

### **WEBSTER COUNTY**

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District 4 – Paul Crowley  
District 5 – Doug Burgess

### **YAZOO COUNTY**

District 1 – Van Foster  
District 2 – David Berry  
District 3 – Willie “Duce” Wright  
District 4 – Jayne Dew  
District 5 – Cobie Collins

## SCHOOL CALENDAR 2016— 2017

### SUMMER 2016 DAY & EVENING CLASSES

<b>1<sup>st</sup> 4-WK Day (Mon-Fri)</b> .....	<b>June 1 - June 28</b>
Last Day to Register 1 <sup>st</sup> 4-WK Day .....	June 2
Last Day to Drop or Audit 1 <sup>st</sup> 4-WK Day .....	June 21
<b>1<sup>st</sup> 4-WK Evening (Mon-Thur)</b> .....	<b>June 1 - June 28</b>
Last Day to Register 1 <sup>st</sup> 4-WK Evening .....	June 2
Last Day to Drop or Audit 1 <sup>st</sup> 4-WK Evening .....	June 21
<b>2<sup>nd</sup> 4-WK Day (Mon-Fri)</b> .....	<b>June 30 - July 29</b>
Last Day to Register 2 <sup>nd</sup> 4-WK Day .....	July 1
Last Day to Drop or Audit 2 <sup>nd</sup> 4-WK Day .....	July 21
<b>2<sup>nd</sup> 4-WK Evening (Mon-Thur)</b> .....	<b>June 29 - July 28</b>
Last Day to Register 2 <sup>nd</sup> 4-WK Evening .....	June 30
Last Day to Drop or Audit 2 <sup>nd</sup> 4-WK Evening .....	July 21
<b>8-WK Evening (Mon/Wed)</b> .....	<b>June 1 - July 27</b>
Last Day to Register 8-WK Evening (M/W) .....	June 6
Last Day to Drop or Audit 8-WK Evening (M/W) .....	July 14
<b>8-WK Evening (Tu/Thur)</b> .....	<b>June 2 - July 28</b>
Last Day to Register 8-WK Evening (T/H) .....	June 7
Last Day to Drop or Audit 8-WK Evening (T/H) .....	July 14
<b>8-WK Online</b> .....	<b>May 31 - July 22</b>
Last Day to Register 8-WK Online .....	June 1
Last Day to Drop 8-WK Online .....	July 8
<b>1<sup>st</sup> 4-WK Online</b> .....	<b>May 31 - June 24</b>
Last Day to Register 1 <sup>st</sup> 4-WK Online .....	May 30
Last Day to Drop 1 <sup>st</sup> 4-WK Online .....	June 17
<b>2<sup>nd</sup> 4-WK Online</b> .....	<b>June 27 – July 22</b>
Last Day to Register 2 <sup>nd</sup> 4-WK Online .....	June 24
Last Day to Drop 2 <sup>nd</sup> 4-WK Online .....	July 15
<b>Memorial Day Employee Holiday</b> .....	<b>May 30</b>
<b>July Fourth Employee Holidays</b> .....	<b>July 4 &amp; 5</b>



**FALL 2016**  
**FULL TERM DAY & EVENING CLASSES**

Faculty Returns to Campus .....	August 8
Registration & Faculty Meetings .....	August 9-12
Goodman Campus Dorms Open (3:00 pm - 6:00 pm) .....	August 14
<b>Day &amp; Evening Classes .....</b>	<b>August 15 - December 8</b>
Last Day to Register for Day Classes .....	August 19
Last Day to Register for Monday Evening Classes .....	August 22
Last Day to Register for Tuesday Evening Classes .....	August 23
Last Day to Register for Wednesday Evening Classes .....	August 24
Last Day to Register for Thursday Evening Classes .....	August 25
Labor Day Holiday ( <i>Evening classes meet</i> ) .....	September 5
Mid-Semester Grades Due .....	October 7
Student Fall Break .....	October 7 & 10
Last day to Apply for Fall Graduation .....	October 31
Last Day to Drop or Audit a Day or Evening Class .....	November 4
First Day to Register for Spring Semester Classes .....	November 7
Thanksgiving Holidays .....	November 21 - 25
Day & Evening Classes Final Exams .....	December 2, 5, 6, 7, 8

**FALL 2016**  
**8-WEEK DAY & EVENING CLASSES**

<b>1st 8-WK Short Term Day &amp; Evening .....</b>	<b>August 15 - October 6</b>
Last Day to Register for 1st 8-WK Short Term .....	August 16
Last Day to Drop or Audit 1st 8-WK Short Term .....	September 23
1st 8-WK Short Term Final Exams .....	October 5, 6
<b>2nd 8-WK Short Term Day &amp; Evening .....</b>	<b>October 11 - December 8</b>
Last Day to Register for 2nd 8-WK Short Term .....	October 12
Last Day to Drop or Audit 2nd 8-WK Short Term .....	November 19
2nd 8-WK Short Term Exams .....	December 7, 8

**FALL 2016  
ONLINE CLASSES  
FULL TERM, 8-WEEK & 4-WEEK CLASSES**

<b>Online Classes - Full Term .....</b>	<b>August 22- December 2</b>
Last Day to Register for Full-Term Online Classes .....	August 23
Last Day to Drop a Full-Term Online Class .....	November 4
<b>Online 1st 8-WK Short Term .....</b>	<b>August 22 - October 14</b>
Last Day to Register for 1st 8-WK Online Classes .....	August 23
Last Day to Drop a 1st 8-WK Online Class .....	September 30
<b>Online 2nd 8-WK Short Term .....</b>	<b>October 17 - December 9</b>
Last Day to Register for 2nd 8-WK Online Classes .....	October 18
Last Day to Drop a 2nd 8-WK Online Class .....	November 25
<b>Online 2nd 4-WK Short Term .....</b>	<b>September 19 - October 14</b>
Last Day to Register for 1st 4-WK Online Classes .....	September 16
Last Day to Drop a 1st 4-WK Online Class .....	October 7
<b>Online 3rd 4-WK Short Term .....</b>	<b>October 17 - November 11</b>
Last Day to Register for 2nd 4-WK Online Classes .....	October 14
Last Day to Drop a 2nd 4-WK Online Class .....	November 4
<b>Online 4th 4-WK Short Term .....</b>	<b>November 14 - December 9</b>
Last Day to Register for 3rd 4-WK Online Classes .....	November 11
Last Day to Drop a 3rd 4-WK Online Class .....	December 2

## SPRING 2017

### DAY & EVENING CLASSES

Faculty Returns/Registration & Faculty Meetings .....	January 3 - 6
<b>Day &amp; Evening Classes .....</b>	<b>January 9 - May 10</b>
Last Day to Register for Day Classes.....	January 13
Dr. Martin L. King, Jr. Holiday .....	January 16
Last Day to Register for Tuesday Evening Classes .....	January 17
Last Day to Register for Wednesday Evening Classes .....	January 18
Last Day to Register for Thursday Evening Classes .....	January 19
Last Day to Register for Monday Evening Classes .....	January 23
Mid-Semester Grades Due .....	March 3
Spring Break Holidays .....	March 13 - 17
Last day to Apply for Spring Graduation .....	March 31
First Day to Register for Summer & Fall Classes .....	April 3
Last Day to Drop or Audit a Day or Evening Class .....	April 7
Good Friday Holiday .....	April 14
Day & Evening Classes Final Exams .....	May 1 - 10
Graduation (District-Wide) Goodman Coliseum .....	May 12 (Times TBA)

## SPRING 2017

### 8-WEEK DAY & EVENING CLASSES

<b>1st 8-WK Short Term Day &amp; Evening .....</b>	<b>January 9 - March 3</b>
Last Day to Register for 1st 8-WK Short Term .....	January 10
Last Day to Drop or Audit 1st 8-WK Short Term .....	February 17
1st 8-WK Short Term Final Exams .....	March 2, 3 (Friday)
<b>2nd 8-WK Short Term Day &amp; Evening .....</b>	<b>March 6 - May 5</b>
Last Day to Register for 2nd 8-WK Short Term .....	March 7
Last Day to Drop or Audit 2nd 8-WK Short Term .....	April 21
Day & Evening 2nd 8-WK Short Term Exams .....	May 4, 5 (Friday)



**SPRING 2017  
ONLINE CLASSES  
FULL TERM, 8-WEEK & 4-WEEK SHORT TERMS**

<b>Online Classes - Full Term .....</b>	<b>January 17 - April 28</b>
Last Day to Register for Full-Term Online Classes .....	January 18
Last Day to Drop a Full-Term Online Class .....	March 31
<b>Online 1st 8-WK Short Term .....</b>	<b>January 17 - March 10</b>
Last Day to Register for 1st 8-WK Online Classes .....	January 18
Last Day to Drop a 1st 8-WK Online Class .....	February 24
<b>Online 2nd 8-WK Short Term .....</b>	<b>March 13 - May 5</b>
Last Day to Register for 2nd 8-WK Online Classes .....	March 14
Last Day to Drop a 2nd 8-WK Online Class .....	April 21
<b>Online 1st 4-WK Short Term .....</b>	<b>February 13 - March 10</b>
Last Day to Register for 1st 4-WK Online Classes .....	February 10
Last Day to Drop a 1st 4-WK Online Class .....	March 3
<b>Online 2nd 4-WK Short Term .....</b>	<b>March 13 - April 7</b>
Last Day to Register for 2nd 4-WK Online Classes .....	March 10
Last Day to Drop a 2nd 4-WK Online Class .....	March 31
<b>Online 3rd 4-WK Short Term .....</b>	<b>April 10 - May 5</b>
Last Day to Register for 3rd 4-WK Online Classes .....	April 7
Last Day to Drop a 3rd 4-WK Online Class .....	April 28

## OFFICERS OF ADMINISTRATION

## DISTRICT OFFICERS

Dr. James Haffey .....	President of Holmes Community College
Sherrie Cheek .....	Vice President for Career-Technical Education
Dr. Fran Cox .....	Vice President for Academic Programs
Dr. Lindy McCain .....	Vice President for Institutional Research & Student Affairs
Sonny Sparks .....	Vice President for Financial Services
Kevin Baker .....	Director of Information Technology
Mike Blankenship .....	Vice President for Workforce Development
Julia Brown .....	Director of Human Resources
Roxanne Chisolm .....	Director of Purchasing & Receiving
Stephanie Diffey .....	Director of Institutional Research & Effectiveness
Steve Diffey .....	Director of Communications & Associate Athletic Director for External Relations
Chris Dill .....	Director of Public Safety
Joshua Guest .....	Director of Admissions & Records
LaWanda Herron .....	Director of Nursing
Bronwyn Martin .....	Director of Marketing & Recruiting
Nancy McRight .....	Director of ABE/GED, Attala Center
Gail Muse Beggs .....	Director of Financial Aid
Patricia S. Stewart .....	Director of e-Learning
Matt Surrell .....	Director of Business Services
Joan Estes Tierce .....	Director of Library Services
Andy Wood .....	Director of Goodman Campus/Athletic Director

## GOODMAN CAMPUS OFFICERS

Jenny Bailey Jones ..... Academic Dean  
Terry Fancher ..... Director of Student Housing  
Thomas Luke Jones ..... Director of Career-Technical Education  
Andy Wood ..... Dean of Student Services

## GRENADA CAMPUS OFFICERS

Michelle Burney ..... Vice President  
Dr. Myra Harville ..... Academic Dean  
Larry Webster ..... Director of Career-Technical Education  
LaWanda Herron ..... Director of Associate Degree Nursing

## RIDGELAND CAMPUS OFFICERS

Dr. Don Burnham .....	Vice President
Tonya Lawrence .....	Academic Dean
Amy Whittington .....	Director of Career-Technical Education
Diane Allgood .....	Director of Evening Programs/ Coordinator Dual Enrollment/Dual Credit

## ADMINISTRATION

James Haffey ..... President of Holmes Community College

A.A., Holmes Community College  
B.B.A., Mississippi State University  
M.B.A., Mississippi State University  
Ph.D., Mississippi State University

Diane Allgood ..... Director of Evening Programs,  
Coordinator Dual Enrollment/Dual Credit  
Ridgeland Campus

A.A., Southwest Junior College  
B.S., University of Southern Mississippi  
M.Ed., University of Southern Mississippi  
Additional Study: Mississippi State University,  
University of Southern Mississippi

Kevin Baker ..... Director of Information Technology,  
Goodman Campus

A.A.S., Hallmark Institute of Technology  
Microsoft Certified Systems Engineer  
A+ Certification  
IBM, Compaq, Okidata, & HP Certified

Gail Muse Beggs ..... Director of Financial Aid,  
Goodman Campus

A.A., Hinds Community College  
B.S.Ed., Mississippi College  
M.S., Mississippi State University  
Ed.D., Delta State University

Mike Blankenship ..... Vice President for Workforce Development  
Ridgeland Campus

B.S., Mississippi State University  
M.S., Mississippi State University

Julia Brown ..... Director of Human Resources,  
Goodman Campus

A.A., Mississippi Delta Community College  
B.S., Belhaven College  
M.B.A., Mississippi College

Michelle Burney ..... Vice President,  
Grenada Campus

B.A., Millsaps College  
M.Ed., Mississippi College  
Additional Study: University of Mississippi, Delta State University

Don Burnham ..... Vice President,  
Ridgeland Campus  
B.S., Mississippi State University  
B.S., Mississippi State University  
M.B.A., University of Mississippi  
Ph.D., University of Mississippi

Sherrie Cheek ..... Vice President for Career-Technical Education,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.S., Mississippi State University

Roxanne Chisolm ..... Director of Purchasing,  
Goodman Campus

Fran Cox ..... Vice President for Academic Programs,  
Goodman Campus  
B.S., Mississippi State University  
M.Ed., Delta State University  
Ed. D., Delta State University

Stephanie Diffey ..... Director of Institutional Research & Effectiveness,  
Goodman Campus  
B.S., Mississippi State University  
M.S., Mississippi State University  
Additional Study: Mississippi State University

Steve Diffey ..... Director of Communications,  
Associate Athletic Director for External Relations,  
Goodman Campus  
A.A., Holmes Community College  
B.A., University of Mississippi  
M. Ed., Mississippi State University

Terry Fancher ..... Director of Student Housing,  
Goodman Campus  
B.A., Mississippi State University  
Additional Study: Mississippi State University

Joshua Guest ..... Director of Admissions & Records,  
Goodman Campus  
B.S., University of Mississippi  
M.S., University of Mississippi

Myra Harville ..... Academic Dean,  
Grenada Campus

B.S.E., Delta State University  
M.Ed., Delta State University  
M.S., Andersonville Theological Seminary  
Ph.D., Columbia Pacific University

LaWanda Herron ..... Associate Degree Nursing Director,  
Grenada Campus

B.S.N., Delta State University  
M.S.A., Central Michigan University  
M.S.N., Delta State University  
Ph.D., University of Mississippi

Jenny Bailey Jones ..... Academic Dean,  
Goodman Campus

B.S., Mississippi State University  
M.S., Mississippi State University  
Ed. S., Mississippi State University  
Additional Study: Mississippi State University, University of Phoenix

Thomas Luke Jones ..... Director of Career-Technical Education,  
Goodman Campus

A.A.S., Holmes Community College  
B.S., Mississippi State University  
M.S., Mississippi State University

Tonya Lawrence ..... Academic Dean,  
Ridgeland Campus

A.A., Jones County Junior College  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: University of Southern Mississippi,  
Mississippi State University

Brownyn Martin ..... Director of Marketing & Recruiting,  
Ridgeland Campus

B.A., University of Mississippi  
M.A., University of Mississippi

Lindy McCain ..... Vice President of Institutional Research  
& Student Affairs,  
Goodman Campus

A.A., Holmes Community College  
B.S., Delta State University  
M.Ed., Mississippi State University  
Ed. D, Delta State University

Nancy McRight ..... Director of ABE/GED,  
Attala Center  
B.A., University of Mississippi  
M.A.T., Grand Canyon University  
Additional Study: University of Mississippi

Sonny Sparks ..... Vice President for Financial Services,  
Goodman Campus  
B.S., Mississippi State University  
M.B.A.: Western Governors University

Patricia S. Stewart.....Director of eLearning,  
Goodman Campus  
B.S., Mississippi State University  
M.S., California State University  
Additional Study: University of Mississippi,  
Mississippi State University

Matt Surrell ..... Director of Business Services,  
Goodman Campus  
B.S., Millsaps College  
M.S., University of Mississippi

Joan Estes Tierce ..... Director of Library Services,  
Grenada Campus  
A.A., Holmes Junior College  
B.S.E., Delta State University  
M.L.S., University of Mississippi  
Additional Study: Mississippi State University

Larry Webster ..... Director of Career-Technical Education,  
Grenada Campus  
B.S., Mississippi Valley State University  
M.S., Delta State University  
M.Ed., Delta State University

Amy Whittington ..... Director of Career-Technical Education,  
Ridgeland Campus  
A.A., Holmes Community College  
B.S.A., Delta State University  
M.B.A., Delta State University  
Additional Study: Delta State University

Andy Wood ..... Director of Goodman Campus/Athletic Director,  
Goodman Campus  
B.S., Memphis State University  
M.S., Mississippi State University

## PROFESSIONAL STAFF

Linda Alexander Jones ..... Director of Student Support Services,  
Goodman Campus

A.A.S., Jefferson State Junior College  
B.S., Mississippi College  
M.S.S., Mississippi College  
M.Ed., Mississippi State University

Carlos Andrews ..... Coordinator of Intramurals/Fitness Center,  
Goodman Campus

B.S., University of Alabama  
M.A., University of Phoenix

Laura Bigbee ..... Career-Technical Education Support Service Coordinator,  
Goodman Campus

B.S., Delta State University  
M.A., University of Phoenix

Kelli Blaylock ..... IT Report Analyst,  
Goodman Campus

A.A.S., Holmes Community College

Blair Booker ..... Librarian,  
Ridgeland Campus

B.S., University of North Alabama  
M.L.I.S., University of Alabama

Angela Boyd ..... Academic Counselor-Student Support Services,  
Goodman Campus

B.A., Alcorn State University  
M.S., Jackson State University

Tina Boyette ..... Coordinator of Student Activities/SGA,  
Goodman Campus

Sarah Clay ..... Assistant Librarian,  
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B.A., University of Southern Mississippi  
M.S., Mississippi College  
M.L.I.S., University of Southern Mississippi

Tammy W. Collins ..... IT Programmer/Analyst,  
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B.S., University of Southern Mississippi  
M.S., Mississippi College  
Additional Study: Auburn University, Western Oregon,  
Mississippi State University



Mitch Costilow ..... Information Technology Specialist,  
Grenada Campus  
Microsoft Certified Systems Administrator  
Microsoft Certified Professional  
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Kathryn Cox ..... Academic Counselor,  
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B.S., Delta State University  
M.B.A., Delta State University  
Additional Study: Delta State University

Angela Crain ..... Workforce Development Coordinator,  
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A.A.S., Hinds Community College  
B.S., Mississippi College

Tess Crenshaw ..... Academic Specialist,  
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K. Rachel Deer ..... Workforce Development Coordinator,  
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B.A., University of Southern Mississippi

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B.S., Mississippi State University  
M.S., Mississippi State University

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B.S., Mississippi State University  
M.S., Mississippi State University

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B.S., Alcorn State University  
M.S., Alcorn State University

Justin Ferguson ..... Network Administrator,  
Grenada Campus  
Microsoft Certified Professional

Bill Grace ..... Athletic Trainer,  
Goodman Campus  
B.S., University of Southern Mississippi  
M.S.S., Sports Academy

Jacqueline Hale ..... Academic Counselor,  
Goodman Campus  
B.S., Mississippi University for Women  
M.S., Mississippi State University  
Ed. D., University of Alabama

Jimmy Hall ..... IT Programmer Analyst,  
Grenada Campus  
A.A., Northwest Community College

Terrell Hammett ..... Payroll Analyst,  
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A.A., Mississippi Delta Junior College  
B.S., University of Mississippi

Tracy Herring ..... Career-Technical Counselor,  
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A.A., Northwest Community College  
B.S., Delta State University  
M.M. Ed., Delta State University

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B.B.A., University of Mississippi

Susie Jackson ..... Coordinator for Athletic Programs,  
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A.A., Holmes Community College  
B.B.A., Delta State University

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Grenada Campus  
B.S., Mississippi State University  
M.S., Mississippi State University  
D.P.T., University of Mississippi Medical Center

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Wesley Lepard ..... Help Desk Technician,  
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A.A., Holmes Community College  
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Ridgeland Campus  
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B.A., University of Southern Mississippi

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B.S., University of Mississippi Medical Center

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Goodman Campus

Jesse Nichols ..... Information Technology Specialist,  
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Comp TIA A+ Certification

Hilliary O'Briant ..... Coordinator/Alumni/Public Relations/Grants,  
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B.S., Mississippi College

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Ridgeland Campus  
A.A., East Central Community College  
B.B.A., Mississippi State University  
M.S., Mississippi State University

Nancy Parkerson ..... eLearning Coordinator,  
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B.S., Mississippi State University  
M.Ed., University of Southern Mississippi

Andrew N. Pearson ..... ACCE Instructor for PTA,  
Grenada Campus  
B.A., Belhaven University  
B.S., University of Mississippi Medical Center  
M.Div., Reformed Theological Seminary  
Additional Study: Reformed Theological Seminary

Wyndy Peebles ..... Career-Technical Counselor,  
Goodman Campus  
B.S., Mississippi State University  
M.S., Mississippi State University

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A.A., Northwest Community College  
B.S., Southern Illinois University  
M.S., Mississippi State University

Brian Risher ..... Instructional Design Specialist,  
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B.S., Mississippi State University  
M.A., University of Mississippi

Bronwyn Robertson ..... Coordinator-Student Activities/Recruitment,  
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B.S., Mississippi State University

Carla Ross ..... Librarian,  
Grenada Campus  
A.A., Holmes Junior College  
B.S., Delta State University  
M.S., Media State University of West Georgia

Earline Russell-Smith ..... WIA Program Director/Workforce Coordinator,  
Goodman Campus  
B.S., Jackson State University  
M.S., Capella University

Leslie Taylor Spell ..... Recruiting Specialist,  
Goodman Campus  
A.A., Holmes Community College  
B.A., Belhaven College  
M.S., Jackson State University

James Thompson ..... Librarian,  
Goodman Campus  
B.A., University of Southern Mississippi  
M.L.S., University of Southern Mississippi

Steven Tiller ..... IT Programmer/Analyst,  
Goodman Campus  
A.A., North West Community College  
B.S., Delta State University

James Robert Tomlinson ..... Communications Graphic Designer,  
Ridgeland Campus  
B.A.S., Mississippi State University

John Barin von Foregger .....Multimedia Specialist,  
Ridgeland Campus  
B.A., University of Mississippi

Jonathan Wright ..... TREK Coordinator,  
Goodman/Grenada  
B.S., Jackson State University  
M.A., Jackson State University

## FACULTY

- Donna Ahlrich ..... Mathematics,  
Ridgeland Campus  
B.S., Mississippi State University  
M.A., Mississippi State University  
Ed. S.; Mississippi State University
- Lee Aldridge ..... Chemistry,  
Grenada Campus  
B.S., Delta State University  
M.S., Delta State University  
Additional Study: Delta State University. University of Mississippi
- Will Alexander ..... Engineering Technology,  
Goodman Campus  
A.A.S.; Holmes Community College  
B.S.; Mississippi State University  
M.A., University of Phoenix
- Christie Allen ..... Cosmetology,  
Goodman Campus  
Cosmetology License, Holmes Community College  
Cosmetology Instructor License
- Susan G. Anderson ..... Associate Degree Nursing,  
Ridgeland Campus  
B.S.N., University of Mississippi  
M.S., University of Southern Mississippi
- Jamilah Andrews ..... Head Women's Basketball Coach  
Goodman Campus  
B.S., University of Alabama
- Lisa Anglin ..... Mathematics,  
Ridgeland Campus  
B.S., Millsaps College  
M.S., Mississippi College
- Sonja Arnett ..... English,  
Goodman Campus  
B.A., University of Mississippi  
M.A., University of Mississippi

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B.S.N., Alcorn State University  
M.S.N., Alcorn State University  
Additional Study: Mississippi College,  
University of Alabama/ Birmingham
- Janice Avery ..... Practical Nursing,  
Grenada Campus  
A.D.N., Mississippi Delta Junior College  
Additional Study: Mississippi State University
- James Bailey ..... Director of Bands,  
Goodman Campus  
A.A., Northeast Community College  
B.M., University of Mississippi  
M.M., University of Mississippi
- Donna Banks ..... Piano,  
Goodman Campus  
B.M., Lambuth College  
M.M., Georgia State University  
D.M.A., University of Oklahoma
- Ryan Beggs ..... Asst. Baseball Coach/P.E. Department Chair,  
Goodman Campus  
B.S., University of New Mexico  
M.S., University of New Mexico
- Jacqueline Bell ..... Social/Behavioral Science Department Chair  
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B.A., Mississippi State University  
M.S., Mississippi State University  
M.S., University of West Alabama
- Rachel Bickerstaff ..... Educational Programs,  
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M.S., University of Southern Mississippi
- Angie Blain ..... Educational Programs,  
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A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Grand Canyon University



- Cham Blain ..... Engineering Technology,  
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B.S., Mississippi State University  
M.Ed., Mississippi State University
- Christi Blair ..... Practical Nursing,  
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B.S.N., University of Mississippi  
M.S.N., University of Mississippi
- Daniel Blount ..... Industrial Maintenance.  
Ridgeland Campus  
B.S., Northwestern State College of Louisiana
- Stephanie Blue ..... Mathematics,  
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B.S, University of Mississippi  
M.S., Mississippi College
- Lynn Boykin ..... Engineering Technology,  
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B.L.A., Mississippi State University  
M.Ed., California State University  
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Jackson State University, Co-Lin Community College,  
Hinds Community College
- Mary Brantley ..... English,  
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M.A., University of Mississippi  
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- Madeline Brewer..... Associate Degree Nursing,  
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B.S.N., Mississippi College  
M.S.N., William Carey University
- Yancy Brewer ..... EMS,  
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- Cindy Owens Bridges ..... Associate Degree Nursing,  
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A.A.S., Copiah Lincoln Community College  
B.S.N., Alcorn State University  
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 M.S., United States Sports Academy

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 B.S., Mississippi University for Women  
 M.S.N., Delta State University

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 B.S.N., Mississippi College  
 M.S.N., Regis University  
 Leadership/Nursing Ed Certificate, Regis University  
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 Additional Study: Nicholls State University

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 A.A.S., Hinds Community College  
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B.S., Delta State University  
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B.S., Mississippi State University  
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 E.P.A Certification, Itawamba Community College  
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 B.S., Jackson State University  
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 B.S., Mississippi College

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 Certificate in Welding, Holmes Community College

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M.S.N., University of Mississippi Medical Center

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M.B.A., Mississippi College, C.P.A.

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B.S., Blue Mountain College  
M.S., Mississippi College

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B.A., Mississippi College  
M.A., University of Southern Mississippi  
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Goodman Campus  
B.A., Mississippi State University  
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Grenada Campus  
A.A., Holmes Community College

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A.A., Ulster County Community College  
B.S., State University of New York  
M.S., Georgia Southern University

Dustin Landry ..... Assistant Football Coach,  
Goodman Campus  
B.A., Auburn University  
M.A., Auburn University

Justin Langford ..... Collision Repair Technology,  
Goodman Campus  
A.A.S., Holmes Community College  
A.A., Holmes Community College

Makeaba Latiker ..... Sociology,  
Ridgeland Campus  
B.A., Tougaloo College  
M.A., Jackson State University

Gee-Wei Lee ..... Mathematics,  
Ridgeland Campus  
B.S., Taiwan Chung-Hsing University  
M.S., Mississippi State University  
Additional Study: Mississippi State University, University of Michigan  
New Orleans Baptist Theological Seminary

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B.A., Jackson State University  
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Goodman Campus  
Welding Certificate: Holmes Community College

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B. B. A., University of Mississippi

Gwendolyn Lordeon ..... Associate Degree Nursing,  
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B.S., University of Mississippi  
M.S., University of Mississippi  
Additional Study: Delta State University

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M.A., University of Mississippi  
Additional Study: Mississippi State University

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Goodman Campus  
B.A., Mississippi State University  
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B.S., Delta State University  
B.S., Delta State University  
M.S., Delta State University

Pamela McCollum ..... Associate Degree Nursing,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
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Additional Study: William Carey University

- Cynthia McCoy ..... Psychology/Sociology,  
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B.A., Belhaven College  
M.S., Mississippi College  
Additional Study: North Dakota State University
- Laura Pegg McMahon ..... Psychology  
Ridgeland Campus  
B.S., Mississippi State University  
M.A., Reformed Theological Seminary
- Ginger Meriwether ..... Associate Degree Nursing,  
Grenada Campus  
A.A., Holmes Community College  
B.S., Mississippi University for Women  
M.S., Delta State University  
Certified Nursing Educator Certificate
- Angela Miles ..... Mathematics,  
Goodman Campus  
A.A., Jones County Community College  
B.S., Delta State University  
M.S., Mississippi State University
- K. Troy Millikan ..... Chemistry,  
Ridgeland Campus  
B.S., Penn State University  
M.S., University of Massachusetts  
Ph.D., University of Massachusetts  
M.Div., Reformed Theological Seminary
- Mike Misita ..... Physical Education,  
Grenada Campus  
B.S., University of Mississippi  
M.S., University of Mississippi  
Additional Study: Delta State University
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B.A., Rhodes College  
M.F.A., University of Alabama  
Additional Study: University of New Hampshire
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B.M. Ed., Mississippi State University  
M.M. Ed., Mississippi State University  
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B.S.E., Delta State University  
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M.S., University of Mississippi  
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M.P.A., University of Southern Mississippi
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M.A.T., Jackson State University
- Mary Leigh Poole ..... Biological Science,  
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B.S., Mississippi College  
M.C.S., Mississippi College  
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- Jean R. Powers ..... Speech,  
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Additional Study: Montreat Anderson College, University of Southern Mississippi, Winthrop University
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B.S., Auburn University
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B.S., Delta State University  
M.S., Mississippi State University
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B.S., Delta State University  
M.S., University of Mississippi  
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B.A., Mississippi Valley State University  
M.A., Arkansas State University
- Jennifer A. Smith ..... Assistant Librarian,  
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- Larry Sullivan ..... Chemistry/Biological Sciences,  
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B.S., Mississippi College  
M.S., Mississippi College
- Lakesia M. Sutton ..... Practical Nursing  
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B.S.N., University of Mississippi Medical Center  
D.C., Life University

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B.S., Mississippi State University
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Evelyn Bishop .....	Dorm Security, Goodman Campus
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Chad Carpenter .....	Maintenance, Grenada Campus
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Jack Chester .....	Dorm Security, Goodman Campus
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Jeanette Dawson .....	Dorm Security, Goodman Campus
William Dentley .....	Police, Grenada Campus
Christopher Dill.....	Police Chief, Ridgeland Campus
Reagan Dilmore .....	Administrative Asst./Career-Technical, Ridgeland Campus
Frank Edwards .....	Carpenter, Goodman Campus
Kerri M. Edwards .....	Administrative Asst./Academic Dean, Ridgeland Campus
Bernard Erving .....	Custodian/Housekeeping, Goodman Campus
Jerry Erving .....	Police Office, Goodman Campus
Jeremy Floyd .....	Maintenance Engineer, Goodman Campus
Dorothy Garrett .....	Housekeeping, Goodman Campus
Albert Gibson .....	Grounds, Goodman Campus
Danny Gray.....	Guard House Security, Goodman Campus
Redgner Gross .....	Maintenance, Ridgeland Campus
Steven Groves .....	Vehicle, Goodman Campus
Heather Guest .....	Administrative Asst./eLearning, Ridgeland Campus
Arnold Hankins .....	Police, Grenada Campus
Mary A. Haralson .....	Financial Aid Advisor, Ridgeland Campus

Shiquita Haralson..... Admin. Asst./Associate Degree Nursing, Ridgeland Campus  
 Diane Harman..... Admin. Asst./VP of Research & Dev., Goodman Campus  
 Lee Harmon ..... Police Sergeant, Goodman Campus  
 Roy Harrington ..... Maintenance, Goodman Campus  
 Bobbie Harris ..... Data Entry Specialist, Ridgeland Campus  
 Roxanne Harrison ..... Administrative Asst./Career-Tech, Grenada Campus  
 Debbie Harville ..... Admissions Representative, Grenada Campus  
 Judy Hemphill ..... Admissions Representative, Ridgeland Campus  
 James E. Hodges ..... Grounds, Goodman Campus  
 Nona Horne ..... Dorm Security, Goodman Campus  
 Randy Hutchison ..... Carpenter, Goodman Campus  
 Joy Kellum ..... Business Office Asst., Ridgeland Campus  
 Marian Kelsey ..... Police, Ridgeland Campus  
 Eric Kimbrough ..... Grounds, Ridgeland Campus  
 Patti Koonz ..... Administrative Asst./VP Career-Tech Ed, Goodman Campus  
 Patrick Lampkin ..... Police, Ridgeland Campus  
 Marcus Landfair ..... Grounds, Goodman Campus  
 James M. Lawrence ..... Maintenance, Ridgeland Campus  
 Suzanne B. Lawshe ..... Coordinator/Student Accounts, Goodman Campus  
 Hugh Lepard ..... Carpenter, Goodman Campus  
 Jessica Lepard ..... Coordinator-Transfer Articulation, Goodman Campus  
 Keshia Lewis ..... Supervisor/Operations-Fitness Center, Ridgeland Campus  
 Larry Lipsey ..... Dorm Security, Goodman Campus  
 Trent Little ..... Maintenance Engineer, Grenada Campus  
 Addie Lusk ..... Dorm Security, Goodman Campus  
 Justin Chad Maclain ..... Police, Ridgeland Campus  
 David Malone ..... Maintenance Engineer, Goodman Campus  
 Lucinda McAdory ..... Administrative Asst./Maintenance, Goodman Campus  
 Marshall McCain ..... Maintenance Engineer, Ridgeland Campus  
 Linda McCollum ..... Admissions Representative, Ridgeland Campus  
 John McCoy ..... Police Sergeant, Ridgeland Campus  
 Casey McDaniel ..... Admissions Representative, Goodman Campus  
 Joe McDaniel ..... Maintenance Engineer, Goodman Campus  
 Tony McDaniel ..... Police Chief, Goodman Campus  
 Roy McDonald ..... Maintenance, Ridgeland Campus  
 Silento McMorris ..... Police, Goodman Campus  
 Brenda Melton ..... Assistant to Director of Admissions, Goodman Campus  
 Bethany Miller ..... Financial Aid Advisor, Grenada Campus  
 Carolyn Miller ..... Dorm Security, Goodman Campus  
 Barbara Moody ..... Maintenance, Ridgeland Campus  
 Kala Moody ..... Business Office Assistant, Goodman Campus  
 Ethel Moore ..... Custodian Supervisor, Goodman Campus  
 Janet Mullennix ..... Librarian Tech Assistant, Goodman Campus  
 Joey Netherland, Jr. .... Maintenance, Goodman Campus  
 Joey Netherland, Sr. .... Maintenance Engineer, Goodman Campus  
 Dana Nichols ..... Accounts Payable Coordinator, Goodman Campus  
 Bruce Patridge ..... Police, Grenada Campus  
 Eddie Pearce ..... Dorm Security, Goodman Campus

David Powell ..... Grounds, Goodman Campus  
 Karen Ray ..... Admin. Asst./Student Support Services, Goodman Campus  
 Miracle Redmond ..... Admissions Rep/Switchboard, Goodman Campus  
 Robert Riley ..... Police Chief, Grenada Campus  
 Robin Robertson ..... Grounds, Ridgeland Campus  
 Willie Roby ..... Police, Goodman Campus  
 Patsy Rogers ..... Admissions Representative, Goodman Campus  
 Ella Sago ..... Dorm Security, Goodman Campus  
 Patrick Sample ..... Grounds, Goodman Campus  
 Pauline Scott ..... Dorm Security, Goodman Campus  
 Rosemary Self ..... Assistant to Director/Financial Aid, Goodman Campus  
 Mary Elizabeth Shelby ..... Admin. Asst./Workforce, Ridgeland Campus  
 Brian Simmons ..... Grounds, Goodman Campus  
 Ceressa Sims ..... Executive Assistant/President, Goodman Campus  
 Cheryl Smith ..... Maintenance, Ridgeland Campus  
 Frank Smith ..... Police, Goodman Campus  
 Jearlean Smith ..... Housekeeping, Goodman Campus  
 Jerry Smith ..... Police, Goodman Campus  
 Judy Smith ..... Business Office Assistant, Grenada Campus  
 Michael E. Smith ..... Maintenance, Ridgeland Campus  
 Joanna Spell ..... Administrative Asst./Dean of Students, Goodman Campus  
 Joe Spell ..... Maintenance, Goodman Campus  
 Yoshika Stingley ..... Administrative Asst./Library, Goodman Campus  
 Sue Ellen Stubbs ..... Asst. to VP/Academic Programs, Goodman Campus  
 Betty Suggs ..... Dorm Security, Goodman Campus  
 Vincent Sutherland ..... Maintenance, Ridgeland Campus  
 Molly Sutton ..... GED Administrative Assistant, Attala Center  
 Angela Tanner ..... Housekeeping, Grenada Campus  
 Bessie Thomas ..... Dorm Security, Goodman Campus  
 Jackie Thurman ..... Housekeeping, Goodman Campus  
 John Trussell ..... Maintenance, Goodman Campus  
 Judy M. Tucker ..... Police, Ridgeland Campus  
 George Wade ..... Housekeeping, Goodman Campus  
 Wadell Walden ..... Housekeeping, Goodman Campus  
 Josh Walker ..... Maintenance, Goodman Campus  
 Joe Washington ..... Grounds, Goodman Campus  
 Jackie Watkins ..... Administrative Asst./Inventory, Ridgeland Campus  
 Alice Watson ..... Maintenance Worker, Ridgeland Campus  
 Ann Weaver ..... Administrative Asst./Library, Grenada Campus  
 Sherry B. Weeks ..... Dorm Security, Goodman Campus  
 Bertha White ..... Housekeeping, Goodman Campus  
 Shieneith White ..... Housekeeping, Goodman Campus  
 Willie D. Whitcomb ..... Custodian, Goodman Campus  
 Donna Wood ..... Library Assistant, Goodman Campus  
 Brian Wooten ..... Police Sergeant, Goodman Campus  
 Tonya Wooten ..... Administrative Asst./Academic Dean, Goodman Campus

# **GENERAL INFORMATION**

## **HISTORY OF HCC**

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added and in 1928-29 school session, the second year was added making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multifaceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

## **HOLMES COMMUNITY COLLEGE VISION STATEMENT**

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.

## **HOLMES COMMUNITY COLLEGE MISSION STATEMENT**

Holmes Community College, a comprehensive public institution located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. The college seeks to prepare its students for university transfer, productive employment and lifelong learning by offering an Associate in Arts degree, Associate in Applied Science degree, technical certificates and career certificates as well as workforce training. Holmes, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

### **STRATEGIC INITIATIVES**

- I. Maintain an environment for continuous accessibility and improvement of the quality of education.
- II. Continue to acquire and support appropriate emerging technologies for curricular, instructional and administrative processes.
- III. Improve college personnel/student interactions to achieve a higher rate of student success.
- IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.
- V. Improve the college's image by enhancing public relations through communication.
- VI. Expand and improve educational partnerships with business/industry and appropriate agencies.



## **THE MULTIPLE-CAMPUS COLLEGE**

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with three campus locations and additional outreach.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

### **GOODMAN CAMPUS**

The original campus of Holmes Community College, established in 1925, is located in the center of the state at Goodman, Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-acres with thirty-three principal buildings.

The district administrative offices for the college are located at the Goodman Campus. This campus offers academic courses for university transfer, technical programs, career programs, workforce programs and training.

The Goodman Campus also serves as the college's residential campus and has physical facilities for student activities including varsity sports and performing arts. The president's home is located on this campus.

## **GRENADA CAMPUS**

The Grenada Campus is located on approximately 14 acres near picturesque Grenada Lake and is positioned on I-55 between Memphis, Tennessee and Jackson, Mississippi. The campus has been fully operational since 1985 and affords opportunities for academic and cultural enrichment and vocational expansion to meet the demands of the surrounding area.

The Grenada coffers technical programs, academic courses, and workforce training. The campus further serves as a meeting place for a variety of educational workshops, seminars, and conferences. The Corey Forum, with a seating capacity of over five hundred, provides a venue for the Grenada Arts Partnership and a conference site for numerous groups.

Since 2008, the Grenada Campus has partnered with the University of Mississippi Division of Outreach to offer selected undergraduate and graduate degree programs onsite with plans for future expansion.

## **RIDGELAND CAMPUS**

The Ridgeland Campus opened in 1985 and serves one of the fastest-growing areas in the state, Madison County. The campus is located approximately two miles north of the city of Jackson and a half mile north of the Natchez Trace Parkway and I-55. The campus is situated on 80 acres of land at the intersection of West Ridgeland and Sunnybrook Road.

The Ridgeland Campus offers instruction of academic courses for university transfer and career/technical programs that lead to employment following graduation. This campus houses the college's central office for Workforce Development programs and training which improve the skills of existing employees, prepare students for a different career, and ready students to enter the workforce.

## **ATTALA CENTER**

The Attala Center is a modern education facility which is approximately 75,000 square feet. It is located at 620 West Jefferson Street - less than a mile from Kosciusko's historic downtown square.

The center offers a wide range of academic courses that are transferable to four-year institutions, as well as, noncredit courses designed to meet the needs and interests of the area. In addition to academic and workforce offerings, The Attala Center will be home to several career and technical programs that culminate in technical certificates, advanced technical certificates or Associate of Applied Science degrees. The center, in conjunction with business and industry, coordinate workforce programs to meet their individual training needs.

The coordination of the College's Adult Basic Education and GED preparation classes are also housed at The Attala Center. These classes are held at a variety of locations throughout the nine county Holmes' district to enable students to meet the admission requirements for the college and employment. The center further serves as a meeting place for a variety of workshops, seminars, and conferences.

### **eLEARNING (Distance Education)**

To improve student access to education, Holmes Community College uses various methods of instructional delivery including eLearning programs. Some of the modes of instruction utilized by eLearning are interactive classrooms, remote instruction, internet based courses, and other electronic-based teaching/learning activities.

Holmes is a member of the Mississippi Virtual Community College (MSVCC), a cooperative of the 15 Mississippi community and junior colleges and the Mississippi Community College Board. The MSVCC provides internet-based courses statewide. Holmes' two primary means of delivering eLearning programs are through the use of Video Conferencing and the MSVCC.

### **HOLMES COMMUNITY COLLEGE LIBRARIES**

The HCC Library System consists of McMorrough Library on the Goodman Campus, the Grenada Campus Library, and Adcock Library on the Ridgeland Campus. The libraries provide a comprehensive and current collection of print and non-print materials which support the school oriented needs of students. This combined collection consists of over 55,000 print and 42,000 e-book volumes along with 375 periodical titles, various online databases, numerous newspapers, and an extensive media collection.

The collection may be easily accessed through an Online Public Access Catalog (OPAC). The OPAC, as well as databases, are included on the library section of the Holmes Community College web site. The library staff assists students to develop skills through orientation tours, class activities, and individual instruction so that they can effectively use the library and its resources.

# ADMISSION REQUIREMENTS

Holmes Community College embraces the philosophy that the student be provided with opportunities to enhance their education by providing a variety of instructional opportunities. HCC ascribes to an “open admissions” policy consistent with all appertaining laws. **All requirements for admission to Holmes Community College must be met within the first one-fourth of the semester of initial enrollment. Failure to provide official documentation within that period will result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.**

## FULL-TIME STUDENTS

Students who enroll in 12 or more hours whether day, evening, online, or any combination thereof must meet the following admissions requirements to be fully admitted to the college.

1. A current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office or delivered in a sealed school envelope. *Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College.* Students who obtain the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Transfer students must submit an official transcript from any regionally accredited college attended or any documentation accepted for a First-Time Freshman.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone.

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

## PART-TIME STUDENTS

Students enrolled in less than 12 hours whether day, evening, online, or any combination thereof must meet the following admission requirements to be admitted as a part-time student.

1. A current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office or delivered in a sealed school envelope. Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College. Students who obtained the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Transfer students must submit an official transcript from any regionally accredited college attended or any documentation accepted for a First-Time Freshman.

Students who enter part-time and change later to full time must meet the admission requirements for full-time students during the first fourth of the semester in which they become full time.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone.

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

## TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from any regionally accredited institution attended or submit any documentation accepted for a First-Time Freshman. A student who is on disciplinary probation or suspension at another institution must petition the Chief Student Services Officer for the respective campus for a special hearing and must meet the same academic achievement requirements as native students.

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

## TRANSIENT SUMMER SCHOOL ADMISSION

Students who are enrolled in another institution of higher learning during a spring semester and plan to return to the same school in the fall should submit the following:

1. A current and complete application for admission.
2. An official transcript from the last regionally accredited college attended.

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

## FOREIGN-BORN STUDENTS

Holmes Community College does NOT provide INS documentation for student visas and does not provide any other INS documentation to students with other types of visas. Documentation of legal status must be provided prior to registration for students who are born outside of the United States and/or who graduated from a high school outside the United States. Official translations and evaluations of foreign transcripts by an approved agency are required for all foreign-born students at the student's expense. For a list of approved agencies, contact the Dean of Admissions and Records, P.O. Box 398, Goodman, MS 39079. The translation and evaluation must be mailed directly to Holmes Community College from the approved evaluation service. **All requirements for admission to Holmes Community College shall be met within the first one-fourth of the semester of initial enrollment. Failure to provide official documentation within that period shall result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.**

## PROBATIONARY ADMISSION

**Transfer students** must have a 1.75 or greater GPA on the last semester of attendance in order to be admitted in Good Standing. Transfer students who have below a 1.75 on the last semester will be admitted on Probation. Transfer students who have below a 1.75 on the last two semesters of work at another college will not be admitted until they have remained out of school one for at least one semester. A student who is on disciplinary probation or suspension from another institution must petition the Chief Student Services Officer for the respective campus for a special hearing and must meet the same academic achievement requirements as native students. For more details see Academic Achievement.

**Test Scores.** As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The minimum scores required for scholarships, course placements, etc., have been revised. ACT scores earned prior to October 28, 1989, shall be equated to Enhanced ACT scores using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

	<b>Before Oct. 28, 1989</b>	<b>After Oct. 28, 1989</b>
Board of Trustees' Scholarship	27	28
Dean's Scholarship	18	20
President's Scholarship	23	24
Associate Degree Nursing	15	18
EMT Paramedic	12	16
Occupational Therapy Assistant	12	16
Physical Therapist Assistant	12	16
Practical Nursing	12	16
Surgical Technology	12	16

The Dean's, President's and Board of Trustees' Scholarships will **not** be awarded on the basis of SAT scores. These scholarships require an ACT test score. A high school student may substitute an SAT score of 990 or higher for the ACT to qualify for Early Admission under the Advanced High School Student Program.

### **ADMISSION INTO SPECIFIC PROGRAMS**

The ADN program and some Career/Technical programs have competitive admission, and a limited number of students will be admitted into the program. These programs have additional admission requirements that must be met in order to be accepted by the program. Program admission requirements are IN ADDITION TO the college admission requirements stated previously.

Some Career/Technical programs may enroll students who do not have a high school diploma or GED. These students may have to meet certain entrance requirements such as concurrent enrollment in a GED program, minimum and/or maximum age, minimum scores on specific assessments, etc. For information on specific programs to which this may apply, please contact the CTE Director or the CTE Counselor at Goodman, Grenada, or Ridgeland.

## **ACADEMIC ACHIEVEMENT**

Students at Holmes Community College (HCC) are expected to achieve academic success. Each student must achieve a 1.75 or greater grade point average (GPA) for each semester of enrollment in order to stay in Good Academic Standing. Should a student in Good Academic Standing complete a semester in which his/her GPA is below a 1.75, the student is placed on Academic Probation. If his/her GPA for the next semester of enrollment is 1.75 or greater, the student is once again in Good Academic Standing. However, if his/her GPA for a second consecutive semester of enrollment is below 1.75, the student will be placed on Academic Suspension and will not be eligible to reenroll at HCC until a semester has passed. Upon returning to HCC, the student will be removed from Academic Suspension and placed on Academic Probation.

## **DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS**

The purpose of this program is to provide the opportunity for advanced high school students to earn college credit prior to graduation from high school. Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

Students who are currently enrolled in high school may take college classes if the following requirements are met.

## **ADMISSIONS REQUIREMENTS AND PROCEDURES**

1. The student must have earned 14 core high school units such as English, mathematics, science, social science, or foreign language and/or have a high school junior status, or the student must have scored a minimum composite ACT score of 30 or the equivalent SAT score.
2. The student must have an overall "B" average on all high school courses. Prerequisites and co-requisites as stipulated in the Holmes bulletin will be followed.
3. The student shall request that the high school principal send an official copy of his/her high school transcript to the Admissions and Records at Holmes Community college at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.



4. The principal or counselor of the high school must submit an unconditional recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts. A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation. Full credit will be granted but will be reserved until the student graduates from high school and submits a final high school transcript showing graduation or is admitted to college as a full-time student.

**Special Condition Admission:** Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

### **EARLY ADMISSION OF HIGH SCHOOL STUDENTS PROGRAM**

The boards of trustees of the community and junior college districts have established an early admission program for advanced high school students who are no longer enrolled in high school. Applicants for Early Admission Program must meet all requirements listed in the Dual Enrollment Program and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score. Students in the Early Admission program may NOT be currently enrolled in high school.

### **OTHER EARLY ADMISSIONS**

Students who have completed one less unit than the state requirement may be admitted to Holmes without a high school diploma or GED. All other admission requirements must be met. Students who are admitted under this provision will **NOT** be eligible for Federal Financial Aid. However, there may be other grants and scholarships available to the student.

### **STUDENT TUITION AND TEXTBOOKS**

The student is responsible for his/her own fees and purchasing textbooks.

### **STUDENT POLICIES AND REGULATIONS**

The student is expected to become familiar with the college bulletin and to abide by all applicable rules.

# ACADEMIC POLICIES AND REGULATIONS

## ORIENTATION AND REGISTRATION

A first-time student or transfer student must complete the electronic orientation before registering for classes. Orientation will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Students may register via the internet or by attending a registration session at one of the Holmes Community College locations.

The following steps must be completed to be registered:

1. Go to the Holmes Community College website at [www.holmescc.edu](http://www.holmescc.edu) and click on “Enroll Now” to begin the process. Students will be prompted for information based on their registration status.
  - A. Complete Admissions Application
  - B. Complete Orientation
  - C. Complete Advising Request Form
2. Follow the ACT placement guide below or take placement tests prior to scheduling your classes.

<u><b>Course Recommendation</b></u>	<u><b>ACT English Sub-Score</b></u>	<u><b>ACCUPLACER English/Read Score</b></u>
ENG 0114 – Beg. Eng. & Read	1 - 13	40 - 148
ENG 0124 – Int. Eng. & Read	14 - 16	149 - 174
ENG 1113 – Eng. Comp. I	17 - 36	175 - 214
Literatures	23 - 36	215 - 240

<u><b>Course Recommendation</b></u>	<u><b>ACT Math Sub-Score</b></u>	<u><b>ACCUPLACER Math Score</b></u>
MAT 0124 – Begin Algebra	1 - 15	20 - 69
MAT 1233 – Inter. Algebra	16 - 18	70 - 87
MAT 1313 – College Algebra	19 - 36	88 - 93
MAT 1323 – Trigonometry	21 - 36	94 - 99
MAT 1613 or Higher	23 - 36	100 - 120

**Students who test into two Pre-Core Studies courses are recommended to take LLS 1313 Orientation.**

A student may challenge the ACT Placement by taking the English or Mathematics Placement Test to determine the courses to be taken. NOTE: Signing a waiver (*allowable only after placement testing*) allows the student to move up only one course level and it does not change the prerequisite or co-requisite requirement for any other course. A grade of “C” must be earned in any pre-core course in order to progress to the next level.

**ACT Concordance Table**

<b>BEFORE</b>	<b>AFTER</b>	<b>BEFORE</b>	<b>AFTER</b>
<b>10-28-89</b>	<b>10-28-89</b>	<b>10-28-89</b>	<b>10-28-89</b>
35	36	17	19
34	35	16	19
33	34	15	18
32	33	14	17
31	32	13	17
30	31	12	16
29	30	11	15
28	29	10	14
27	28	09	14
26	27	08	13
25	26	07	12
24	25	06	11
23	24	05	11
22	23	04	09
21	22	03	07
20	21	02	05
19	21	01	03
18	20		

3. Students may request advising via the internet or by meeting with their advisor during a designated registration session. To be advised via the internet, complete the "Advising Request Form" through the "Enroll Now" process. After being advised, the student will receive suggested classes and an Alternate Pin.
4. Create class schedule in My Holmes portal upon receipt of the Alternate Pin Report from the advisor.
5. Have I.D. picture taken. Must provide a copy of student class schedule.
6. Pay fees with the Business Office.
7. Purchase textbooks.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his/her not being accepted as a student at Holmes Community College

## **ADVISING**

The College's process for advising supports every student's educational progression by providing direction and focus within the student's program of study. Every student is assigned an advisor who is academically qualified in the student's program of study. If a student is undecided about his/her program of study, he/she is assigned to a General College Studies advisor. An academic student who places into two or more pre-core courses based on his/her ACT scores and/or placement scores is assigned a Pre-Core advisor. Through various methods such as face-to-face, e-mail, learning management system, etc., the advisor assists the student in the following areas:

1. Assist students in planning educational programs consistent with their abilities, interests, and educational achievements.
2. Inform students of educational options and requirements as well as college policies and procedures.
3. Access students' degree evaluations for correct advisement toward graduation (requirements for all degrees, diplomas, and certificates can be found by accessing the college bulletin), assist students in planning their semester schedules, and provide alternate pins so the students may web register.
4. Correspond with their student advisees several times during a semester to monitor and evaluate their progress.
5. Inform students concerning access to the resources of the institution that meet students' special needs.
6. Assist students in coordinating educational plans and career preparation.
7. Establish a relationship with advisees that will strengthen their bond to Holmes Community College and promote retention of students.

Each academic advisor utilizes the Advising Handbook, program pages in the HCC Bulletin, the Articulation Agreement (for academic transfer students), the student's My Holmes portal degree evaluation, and degree checklists to advise the student.

## **FACULTY ACCESSIBILITY**

All faculty should be accessible to their students through various methods such as face-to-face, email, the learning management system, etc. A minimum of ten (10) hours per week is expected for full-time faculty.

## **GUIDANCE & COUNSELING**

The Counseling Department seeks to provide academic, social, and personal counseling for all students by qualified counselors. The Counseling Department works closely with recruitment personnel to coordinate the various college recruitment efforts and to provide comprehensive educational and career counseling services for all students. It is the goal of the Counseling Department to promote graduation from Holmes Community College and subsequently facilitate transfer if desired by the student. A supply of senior college information is available from counselors to assist students in transferring.

## **ONLINE COUNSELING & ADVISING POLICY**

Names of advisors are provided in My Holmes portal. Names, email addresses and telephone numbers are also located on the Holmes Community College website under the Faculty/Staff Directory. All students are assigned an advisor based on their campus and major. Students are also welcome to physically visit a counselor or their advisor at one of the Holmes' locations.

## **CLASSROOM POLICIES & REQUIREMENTS**

1. Students are **REQUIRED** to make a reasonable and appropriate effort to succeed in a course. This includes the following:
  - a. purchasing all required materials for the course such as textbooks, laboratory manuals, and tools
  - b. attempting homework assignments and tests
  - c. preparing for class
  - d. participating in classroom discussions and activities.If students fail to abide by the above guidelines, the students may be administratively withdrawn from the course.
2. Students should silence and store any electronic devices when entering classes and school activities where usage could interrupt proceedings. Failure to do so may lead to disciplinary actions.
3. Students are required to attend class from beginning to end; late arrival or early departure may constitute an absence.
4. Students should be notified by instructors via Holmes email if class is cancelled. If an instructor fails to notify students and does not report for class, students are to wait until they are officially dismissed by appropriate Holmes personnel.
5. Students should not be called from class unless there is an emergency.

## **eLEARNING**

Holmes is a proud member of Mississippi Virtual Community College. MSVCC is a cooperative of 15 Mississippi community colleges and the Mississippi State Board for Community and Junior Colleges that provide internet-based courses statewide in Mississippi. Its mission is to provide educational opportunities to constituencies who live within the various community college districts in Mississippi and to others beyond those boundaries. Through MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from their local community college.

This cooperative makes it possible for MSVCC colleges to leverage their eLearning resources—including faculty, courses, support services, and technology—to benefit students throughout Mississippi and beyond.

MSVCC has adopted a Policy and Procedures Guide. Holmes Community College has chosen to be a part of this statewide effort and has adopted this Policy and Procedures Guide. Within the spirit of this internet-based effort, this guide is located on the internet at the public MSVCC website. Additional policy and procedures are contained in the eLearning Policy and Procedure Guide.

## **LEARNING MANAGEMENT PLATFORM**

MSVCC has a contract to provide both the platforms for the class via a website and the server itself that houses that website. All courses offered via MSVCC will use this platform. Training for Holmes instructors wanting to teach online courses will be provided either by the MCCB or by Holmes Community College before the instructor teaches any online course.

## **COURSE OFFERINGS**

Holmes' students are able to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other fourteen community colleges (hosted courses). Holmes' hosted courses are restricted to courses listed in the course description section of the Holmes bulletin. Students are able to request and register for these courses through the Holmes' portal. All courses, provided or hosted, are transcribed in the same manner as traditional course.

## **BASIC REQUIREMENTS FOR INTERNET-BASED COURSES**

Most students initially think that internet-based courses are easier than traditional classroom courses. This is not the case. Before you try to take an internet-based course, you need to carefully decide if this method of instruction is for you. All the things you take for granted in a traditional classroom setting, such as face-to-face contact with your instructor, structured class meetings, immediate feedback from your instructor, the

physical presence of other students, as well as a host of other things, either do not exist, or are radically different for internet-based courses. In order to ensure the integrity of every class taught via eLearning, there must be 2 or 3 proctored tests per class each semester, and one must be the final exam. In general, the basic requirements break down into two parts:

1. Technology related requirements:

- a. You will need convenient access to a computer that is connected to the internet. One advantage of internet-based courses over traditional classes is that you can access course content anytime you wish, as long as you have convenient access to a computer connected to the internet. The ideal situation is to have a modern computer at home.
- b. You will need to feel comfortable with using the computer. Just having one is not sufficient. Do you use a computer every week or even every day? If so, you are a good candidate for an internet-based course.
- c. You will need to have an email account that you know how to use. If you were asked to attach a file to an email and send it, would you know how?
- d. Some courses require additional software on the computer you will use. If you don't have it, will you know how to get it, and install it? Do you know how to download and install plug-ins for the web browser that you use? If so, you are a good candidate for an internet-based course.
- e. You must feel comfortable with browsing the internet. If you are a regular user of EBay, Amazon, or some other password-protected website, you'll have no problem knowing how to get your class materials.
- f. You must be able to type well and use the mouse well.

2. Personality/Organizational requirements:

- a. You must be an independent learner. If you rely heavily on face-to-face interaction with your instructor, you will likely not do well in an internet-based course, even if you are good with a computer.
- b. You must be a disciplined learner. You will need to set aside 8 to 12 hours per week per internet-based course. Can you stick with a routine that will allow you this much time each week?
- c. You must be a mature learner. If you are given instructions to do something, can you do it on your own? If you don't understand something the first time through, do you just give up? Will you seek out sources on your own?
- d. You will need to enjoy reading. Internet-based courses are heavy on reading.

To further assist you in determining if you are a good candidate, the Holmes website has several self-assessment tests that you can take to help you decide. The site is located at <http://www.holmescc.edu>. Find the link for eLearning and follow the links to find the self-assessment tests. If you are planning on taking an internet-based course because you think it will require less time and will be easier, you are going to be surprised!

## CREDIT AND GRADES

**The Semester Hour.** A semester hour is defined as the unit of credit which represents one class hour (750 minutes per semester).

**Grade Symbols.** A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written/oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

A	Excellent	4	quality points per semester
B	Good	3	quality points per semester
C	Average	2	quality points per semester
D	Poor	1	quality points per semester
F	Unsatisfactory	0	quality points per semester
I	Incomplete	0	quality points per semester
AU	Audit	0	quality points per semester
W	Withdrew	0	quality points per semester

Each department must establish standards expressed in percentages (a numerical grading scale). The standards must be approved by either the Vice-President for Academic Programs or the Vice-President for Career-Technical Education. A copy of each department's grading scale must be on file in the office of the Vice-President for Academic Programs or the Vice-President for Career-Technical Education, and each student must be informed of these standards via the course syllabus.

**I Grade.** An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept the student from meeting a requirement of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I" or a grade of "F" will be assigned. The appropriate administrator will decide if extenuating circumstances involving a prolonged illness will allow the student extra time. Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam, and the final grade will be averaged. A student with a valid excuse will be given an "I" and will have the opportunity to take a make-up exam.



**W Grade.** The grade “W” is recorded for a class the student has attended if the student officially withdraws after registration but before 75% of the semester has passed. If a student registers for a class but never attends, that class is erased from his/her record.

**Auditing a Course.** A student may audit a course by scheduling the course as an “audit” at the time of registration or change to audit at any time before 75% of the semester has passed. Students (1) who are currently enrolled in high school or (2) who are no longer enrolled in high school but have not graduated and whose class has not graduated may audit a course only if they can meet either regular, early, or dual enrollment admission requirements as outlined in this bulletin. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student’s load for fee purposes, but does not count toward full-time status for staying in the dorm or for financial aid purposes. A student may, in succeeding semesters, take for credit any course previously audited. An audited course will be reflected on the student’s permanent record as “AU”.

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of “W” will be assigned if a student drops an “audit” course or is withdrawn because of excessive absences.

Audit students are required to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from “audit” to “credit” will be the last day to register and add classes for an enrollment period. The deadline for changing from “credit” to “audit” will be the last day to withdraw and receive a W. A student who wishes to change from “audit” to “credit” or vice versa must go to the office in charge of schedule changes prior to the deadline.

## **TRANSFER CREDITS**

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation agency) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor’s degree.

Transfer work is evaluated when an official transcript is received by the Holmes Community College Articulation Office.

To meet the graduation requirements for an associate degree, transfer students must have a grade point average of 2.00 ("C" average) on all hours applied to the degree. For the purposes of all computations, only transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

### **INSTITUTIONAL CREDIT**

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in Pre-Core English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "0" in the course number.

### **COURSE REPEATS**

If two or more final grades are recorded for the same course, all grades received in that course (not including W's) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record.

### **GRADE REPORTS**

A report of the student's work is made at midterm for classes that meet longer than 30 days and at the end of the semester for all classes. Mid-term and final grades are available to the students through the student portal.

### **STUDENT LOAD**

No student may take or receive credit for more than 21 hours in any one fall or spring semester or 18 hours in the summer without permission of the campus' Academic Dean or Career-Technical Education Director. **Summer school is considered one semester.**

## **CREDIT FOR NON-CLASSROOM EXPERIENCES** **(Includes AP, CLEP, Correspondence Courses, Military Service, and Prior Learning Assessment)**

Holmes Community College (HCC) will accept credit earned through regionally accredited national examination programs (AP Credit and CLEP), Correspondence Courses, Military Service, and Prior Learning Assessment subject to the following requirements and limitations:

1. Credit is awarded only in areas which fall within the regular curricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student's current educational goals.
2. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chair and VP for Academic Programs or the campus CTE Director and the Vice President for CTE. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.
3. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is the same as for Transfer Credits. The student will not receive a letter grade or quality points and credit will not be used to compute a student's quality point average.

## **ADVANCED PLACEMENT PROGRAM (AP)**

**Credit** awarded ranges from 3 to 8 semester hours per test.

Students should contact the Vice President for Academic Programs, Goodman Campus, for further information. A student must earn academic or technical credit from this institution before credit earned through AP exams will be recorded on the permanent record.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Holmes Community College will award credit for College Level Examination Programs (CLEP) Examinations based on the American College of Education (ACE) recommendations for the applicable test and test date. This policy is subject to the following restrictions:

1. Holmes Community College will accept only "lecture" courses. Courses described in the HCC Bulletin as having a laboratory or clinical will not be accepted.
2. Prior to registering for a CLEP exam, the student must contact the CLEP Administrator.
3. A student must earn academic or technical credit from this institution before credit earned through CLEP Examination will be recorded on his permanent record.
4. The student will not receive a letter grade or quality points. CLEP credit will not be used to compute a student's quality point average.
5. CLEP credit will be awarded only in subject matter areas that are taught by Holmes Community College.

## **CORRESPONDENCE COURSES**

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities and colleges. Only “lecture” courses will be accepted - courses described in the HCC bulletin as having a laboratory or clinical will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the Vice- President for Academic Programs or the Vice-President for Career-Technical Education, Goodman Campus.

## **MILITARY SERVICE CREDIT**

HCC will award credit for military experience toward a degree or certificate according to the American Council on Education recommendations. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the Vice President for Academic Programs on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance. This includes credit for Defense Activity for Non-Traditional Education Support (DANTES/DSST) tests. Credit is awarded only in areas offered within the current curriculum of the institution.

## **PRIOR LEARNING ASSESSMENT**

Students may be awarded credit via Prior Learning Assessment (PLA) for Career Technical programs. The credit may be awarded based on CBE (Credit by Examination), current national or state industry-recognized credentials, course challenge examinations, etc. Credit is awarded only for programs currently offered at Holmes, and students must be enrolled in the program for the credit to be recorded on their transcripts. Students interested in PLA should contact the CTE Director on the Holmes campus they plan to attend. (Local fees may apply.)

## **CLASS STANDING**

A student's classification is determined by the amount of work completed, as follows:

Freshman.....	0-23 semester hours
Sophomore.....	24 and above semester hours

## EXAMINATIONS

**Regularly Scheduled Examinations.** Examinations are scheduled at the end of each semester. The complete schedule of examinations is announced during the semester.

**Standards of Honesty.** Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

**Presence during Examination.** If a student is present at all during the examination, he/she shall be regarded as having attended the examination, and will be so reported by the examiner.

**Absence during Examination.** Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

**Absence from Examination.** Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam, and the final grade will be averaged. A student with a valid excuse (i.e. death in the family, hospitalization due to illness or accident, or other extenuating circumstances which would prohibit an individual from being present) will be given an "I" and have the opportunity to take a make-up exam. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I". An absence from the exam cannot be used as the final cut-out absence for a student.

## CLASSROOM ATTENDANCE REQUIREMENTS

**A. Philosophy of the college:** Students are required to meet class on a regular basis in order to receive credit for a course. Class attendance and participation are two factors which may partially determine the final grade. The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences.

**B. Responsibilities of a student:** (1) Attend class if at all possible! (2) If you must miss class and have extenuating circumstances, you must notify your instructor and provide written documentation at **the next class meeting**. (3) This documentation should then be turned in to the Chief Academic Officer (CAO) after your instructors have signed it. (4) If you have extenuating circumstances such as a serious accident or extended illness, notify the CAO.

**C. Requirement of the State Board for Community and Junior Colleges: (excerpt from policy)** "Each junior college shall have and enforce a policy which will identify any student who withdraws . . . **in-fact by absences** from a class. Such policy shall provide for prompt and systematic reporting of the name and date of effective withdrawal to the proper college official." The college must, by state board policy, withdraw a student from a class if the student is a "no-show", "walk-off" or has excessive absences.

## **ABSENCE POLICY**

### **Academic, Technical, and Career Absences**

**Academic and Selected Technical Classes:** Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. Once a student exceeds the number of allowable absences for a class, he/she is withdrawn from the class. **Absences due to late registration and school business absences will be counted toward the cut-out number. Students who are not present when attendance is taken are counted absent. Absences are counted from the first official class meeting until completion of 75% of the term. After completion of 75% of the term, a student is no longer able to withdraw from or cut-out of a class.**

***Please note that the 75% of term policy regarding absences may not apply to students in programs that are accredited by program-specific organizations or agencies. Absences in these programs will be recorded the entire semester, and students may cut out throughout the term. (After completion of 75% of the term, students in these programs will not be able to withdraw.)***

Absences that are allowed for the various classes are as follows:

- M W F classes are allowed 6 absences
- T R classes or M W classes are allowed 4 absences
- M W F classes w/lab are allowed 8 absences
- T R classes w/lab or M W classes w/lab are allowed 6 absences
- Classes with or without labs that meet once a week are allowed 2 absences
- Classes with or without labs that meet twice a week are allowed 4 absences
- Classes with or without labs that meet three times a week are allowed 6 absences
- Accelerated day classes (MTWR) are allowed 4 absences
- Accelerated night classes (MW or TR) are allowed 2 absences
- Summer day classes are allowed 3 absences
- Summer night classes are allowed 2 absences

**eLearning:** These courses have their own specific absence policies.

**Selected Technical and Career Programs:** Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, Industrial Maintenance Mechanics Technology, and Welding have classes that are blended together on a daily basis, and students will be *withdrawn from all curriculum courses at the cut-out point.*

The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day's absences will constitute one complete day's absence. Instructors will attempt to warn students when they reach half of the allowed absences.

**Associate Degree Nursing Program:** Absences for the ADN Program's clinical nursing courses are calculated by hours missed. Students should consult course syllabi for specific policies regarding clinical absences.

**Automotive Technology:** Three days of absences are allowed.

**Collision Repair Technology, Heating, Ventilation, AC, & Refrigeration Technology, and Welding & Cutting Technology:** Four and one-half days of absences are allowed.

**Cosmetology:** When absences exceed 30 hours per fall or spring semester (10 hours for the summer semester), the student will be cut-out. Thirty minutes will be deducted from a student's time if he/she arrives to class 1-15 minutes late. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

**EMS-Paramedic Program:** The EMS-Paramedic Program will allow a separate number of absences for each class. Absences must not exceed 1/8 of the total number of contact hours for the course. Any absence over that number will result in the student being withdrawn from class and removed from the program.

**Industrial Maintenance Mechanics Technology:** Three and one-half days of absences are allowed.

**Practical Nursing:** Three absences are allowed in each fall and spring theory class; two absences are allowed in each spring clinical and each summer class. A student who is cut out of a class may complete the other classes for that semester although he/she will not be allowed to progress to the next semester and will be required to retake all classes for that semester if he/she re-enters the PN program the following year.

**Surgical Technology:** Three absences are allowed in each fall and spring theory course; two absences are allowed in each spring clinical and each summer course. A student who is cut out of a class may complete the other classes for that semester although he/she will not be allowed to progress to the next semester and will be required to retake all classes for that semester if he/she is readmitted to the program the following year.

## REINSTATEMENT ON CLASS PROBATION POLICY

When the instructor records the last absence that cuts the student out, he/she is automatically withdrawn from the course.

When a student is cut out and wishes to be considered for reinstatement, he/she must present a written request for reinstatement along with documentation for absences to the CAO or CTE Director within the appropriate number of days from the date of the cut-out email (as follows):

4-Week Courses~2 school days from the date of the cut-out email

8-Week Courses~3 school days from the date of the cut-out email

13- to 16-Week Courses~2 school days from the date of the cut-out email

During that time, the student must continue to attend class.

If a majority of the absences are for extenuating, documented circumstances, the CAO or CTE Director will decide if the student will be reinstated and placed on Class Probation for that class. If a majority of the absences **are not** for extenuating, documented circumstances, the student will not be reinstated. Once a student is placed on Class Probation, any future absence that is not due to extenuating, documented circumstances will result in an automatic administrative withdrawal from that class.

### Extenuating Circumstances and Required Documentation

- |                     |                                                                                      |
|---------------------|--------------------------------------------------------------------------------------|
| A. Sickness:        | Statement from Doctor or Dentist                                                     |
| B. Death in Family: | Newspaper Obituary or Funeral Program                                                |
| C. Legal Situation: | Matters as a result of Someone Else's Negligence: Court Summons, Police Report, etc. |
| D. Military Duty:   | Copy of Orders from Military Official                                                |
| E. School Business: | Sponsor of Event Will Present CAO or CTE Director with Information                   |

## APPEALS PROCEDURE FOR CLASS CUT-OUT

If a student is not satisfied with the ruling concerning his/her request for reinstatement, the student may initiate the Appeals Procedure below:

### Appeals Procedure\*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.



**\*Please note the following:**

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- The President's decision will be final.

**ATTENDANCE/ABSENCE/WITHDRAWAL POLICY FOR  
INTERNET-BASED CLASSES**

Holmes Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted courses). Each college will have its own absence policy. Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course.

**Attendance:** For internet-based courses means logging into the web-based platform used for the courses and accessing course materials, as well as accomplishing the tasks assigned by the instructor on time. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation. Contacts with the instructor must be in the form of academic communications and submission of assignments, as well as logging into the web-based platform used for the class. If the instructor deems that the student's participation in class is inadequate, the instructor will make an attempt to notify the student. If inadequate participation persists, the student will be administratively withdrawn from the class. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

**Course Withdrawal:** A student who finds it necessary to withdraw (drop) from a class will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn after the specified withdrawal date must be passing the course to receive a W. Otherwise, students will receive an F for the course.

**School Withdrawal:** A student who finds it necessary to withdraw from school for any reason must contact the designated school official. If a student withdraws from school between the beginning of a semester and the deadline for late registration, no grade is recorded if the student did not attend any classes. Students will be allowed to withdraw with W's through 75% of the semester. The college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization

due to an auto accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status. **Note: Since MSVCC calendar does not always follow the Holmes calendar, the date for withdrawal for internet-based courses will probably be different than for Holmes' traditional classroom courses.**

### **HONESTY POLICY**

A student may be dismissed from class or expelled from the college if it is determined that he/she has:

- a. plagiarized from any source (**Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.**), or
- b. cheated in any manner on tests, papers, reports, or any other assignments, or
- c. turned in work as his/her own when, in fact, it was not his/her own work, or
- d. improperly used technology, or
- e. deliberately conveyed false or misleading information

The student will be notified in writing of the disciplinary action taken and will have two (2) days after receipt of this letter to request review through the student complaint procedure as outlined elsewhere in this bulletin and the Student Handbook.

### **CHANGES IN CLASS SCHEDULES THROUGH DROPS & ADDS DROPS & ADDS DURING REGISTRATION**

A student wishing to drop or add a course during the time of registration may make the drop or add through web registration in My Holmes portal.

### **WITHDRAWAL FROM COURSE(S) OR SCHOOL**

After the deadline for registration, no courses can be added, but a student can drop (withdraw) a course by completing and submitting the electronic Withdrawal Request Form located in My Holmes portal. A student who wishes to drop a course after the last day of registration may do so by completing and submitting the electronic Withdrawal Request Form located in My Holmes portal. Once submitted, the instructor of the course will be notified of the request and must continue the process by electronically submitting the student's last date of attendance for the course. When the last date of attendance is received by the Administrative office, the request will be processed, and the student will be removed from the course. Students who drop a course before the 75% mark will have a grade of "W" recorded on their record. After 75% of the class has been completed,

students may not drop a class. Students who withdraw without ever attending **any** classes will have their classes erased and no grades recorded. The college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization due to an accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status.

### **ADMINISTRATIVE WITHDRAWAL**

Removal of a student from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances is defined as an Administrative Withdrawal.

### **RE-ENTRY OF COURSE/SCHOOL WITHDRAWAL**

If a student withdraws from a course/school and wishes to re-enter, the school official in charge should check with each teacher involved to determine:

- (1) if the student has exceeded the absence limit;
- (2) if the student is failing/behind in assignments;
- (3) if the student has been a discipline problem.

If the school official receives a favorable report on the three items above, the student should be allowed to re-enter. If all reports are not favorable, then the student should not be allowed to re-enter.

### **INTRADISTRICT TRANSFERS**

Intradistrict transfers will not be permitted on a routine basis. A student must have unusual or hardship circumstances before a request for transfer will be considered. The request for transfer should be submitted to the chief academic officer at the student's home campus. The chief academic officer will check with the student's instructors in order to assess grades, absences, and content coverage. The chief academic officer will then contact the chief academic officer at the receiving campus. He/she will check with receiving instructors to see if a transfer is feasible. If a transfer is approved by the two chief academic officers, then the student will complete an INTRADISTRICT TRANSFER FORM. The student's grades and absences will be forwarded to the receiving instructors. **No Intradistrict Transfers will occur after the 2nd week of classes.**

## **STUDENTS CALLED TO ACTIVE DUTY - WITHDRAWAL/REFUND**

Any Holmes student who is a member of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, or who has been placed in active duty status by order of the President of the U. S., or who has been drafted into any component of the armed forces of the U.S., may be allowed to withdraw as a student of the institution, with a full refund of tuition, out of state fees (if applicable) student fees, and any special fees, with room and board fees prorated with the approval of the Institutional Executive Officer.

Any student who withdraws from an institution under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file. If, after the removal of the student's tuition and fees there is a balance due on the student's account, this amount must be paid by the student. If, after the removal of the student's tuition and fees there is a credit balance, this amount will be refunded to the student.

Any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, and who needs to only take the final examination to complete the semester, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition. However, within ninety days after release from active duty, the student may make arrangements to take the final examination. The score of the final exam plus the unfinished semester's work will constitute the student's final grade.

Alternatively, any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition and shall have the option of receiving full credit for each enrolled course of study with the grade earned at the date he/she was called into active duty.

This IHL Board Policy 505.01 was approved by the Board of Trustees on October 21, 2004.

**A copy of the student's military orders is necessary for the Active Duty procedure to apply.**

## DEGREES AND CERTIFICATES

**NOTE! In all instances, meeting the requirements for graduation is the responsibility of the student.**

Holmes Community College awards the following degrees and certificates: Associate of Arts Degree (AA), Associate of Applied Science Degree (AAS), Technical Certificate, Advanced Technical Certificate, Career Certificate, and Certificate of Graduation.

### GENERAL EDUCATION CORE COURSE NUMBERS & TITLES

#### English

ENG 1113	English Composition I
ENG 1123	English Composition II

#### Fine Arts

ART 1113	Art Appreciation
ART 2713	Art History I
ART 2723	Art History II
MUS 1113	Music Appreciation
MUS 1123	Music Survey
SPT 2233	Theatre Appreciation

#### Humanities

ENG 2223, 2233	American Literature I & II
ENG 2323, 2333	British Literature I & II
ENG 2423, 2433	World Literature I & II
ENG 2523, 2533	African-American Literature I & II
HIS 1113, 1123	Western Civilization I & II
HIS 1163, 1173	World Civilizations I & II
HIS 2213, 2223	American (U.S.) History I & II
HUM 1113	Humanities I
MFL 1113, 1123	French I & II
MFL 1213, 1223	Spanish I & II
MFL 2113, 2123	French III & IV
MFL 2213, 2223	Spanish III & IV
PHI 1113, 1133	Old & New Testament Survey
PHI 1153	Jesus and the Gospels
PHI 2113	Introduction to Philosophy I
PHI 2143	Ethics
PHI 2613	World Religions I
PHI 2713	Logic

### **Natural Science with Lab**

BIO 1114, 1124	Principles of Biology I & II
BIO 1134, 1144	General Biology I & II
BIO 1534	Survey of Anatomy & Physiology
BIO 2414, 2424	Zoology I & II
BIO 2514, 2524	Anatomy & Physiology I & II
BIO 2924	Microbiology
CHE 1114	Chemistry Survey
CHE 1213/1211	General Chemistry I & Lab
CHE 1223/1221	General Chemistry II & Lab
CHE 2424, 2434	Organic Chemistry I & II
PHY 1114	Introduction to Astronomy
PHY 2244, 2254	Physical Science Survey I & II
PHY 2414, 2424	General Physics I & II
PHY 2514, 2524	General Physics I-A & II-A

### **Social/Behavioral Science**

ECO 2113	Principles of Macroeconomics
ECO 2123	Principles of Microeconomics
EPY 2513	Child Psychology
EPY 2523	Adolescent Psychology
EPY 2533	Human Growth & Development
GEO 1113	World Regional Geography
PSC 1113	American National Government
PSC 1123	American State & Local Government
PSC 2113	Comparative Government
PSY 1513	General Psychology I
PSY 2513	Child Psychology
PSY 2523	Adolescent Psychology
PSY 2533	Human Growth & Development
SOC 2113	Introduction to Sociology
SOC 2133	Social Problems
SOC 2143	Marriage & Family
SOC 2213	Introduction to Anthropology
SWK 1113	Social Work: A Helping Profession

### **Public Speaking**

SPT 1113	Public Speaking I
SPT 1123	Public Speaking II

## **ASSOCIATE OF ARTS DEGREE (AA) REQUIREMENTS**

This degree is awarded to university transfer majors.

**1. General Education Core:**

ENG 1113 & 1123 - English Composition I & II

MAT 1313 - College Algebra or higher-level math

SPT 1113 - Public Speaking I

Natural Sciences with labs - Two courses - 6 to 8 hours

Humanities - 6 hours

Social/Behavioral Sciences - 6 hours

Fine Arts - 3 hours

**Total General Education Core: 33 to 35 hours**

**2. 27 to 29 Hours of Electives**

**3. Total Required: 62 semester hours**

(No hours in Pre-Core, Technical, or  
Career Courses will apply toward the AA Degree)

**4. A \*2.00 GPA** on the required semester hours.

\*To calculate the GPA, the highest grade which fulfills a requirement will be used.

**5. Residency requirement:**

**In order to receive the Associate of Arts Degree, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core, Technical or Career courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

**\*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.**

## **ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) REQUIREMENTS**

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

**1. \*General Education Core:**

- (a) ENG 1113 - English Composition I
- (b) SPT 1113 - Public Speaking I **OR** ENG 1123 - English Composition II  
**OR** Social/Behavioral Science (3 hours)
- (c) Humanities/Fine Arts (3 hours)
- (d) Social/Behavioral Science (3 hours)
- (e) \*\*MAT 1313 - College Algebra **OR** Natural Science with Lab

\*This core represents the minimum general education requirements for the awarding of an AAS, not the general education requirements for all AAS programs. To see if this general education core is applicable to a particular program of study, please refer to the specific program page.

\*\*A natural science with lab course, plus a course in computational skills will substitute for some AAS programs that require College Algebra. (See program curriculum.) The computational skills course may be MAT 1233 - Intermediate Algebra or BOT 1313 - Applied Business Math or other program-specific computational skills course.

**TOTAL General Education Core: 15 - 19 hours**

- 2. Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus career-tech director, and the district coordinator. Substitutions must have compatible course content and must be of equal or greater level of difficulty.**
- 3. Minimum of sixty (60) semester hours**  
(excluding pre-core and career hours)
- 4. A \*\*\*2.00 GPA on the required semester hours.**  
\*\*\*To calculate the GPA, the highest grade which fulfills a requirement will be used.
- 5. Residency Requirement:**

**In order to receive an Associate of Applied Science degree, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

**Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.**

**\*\*\*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.**



## CERTIFICATE OF GRADUATION REQUIREMENTS

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. **General Education Core:**  
ENG 1113 & 1123 - English Composition I & II
2. **Sixty-Two semester hours**  
(No hours in Pre-Core or Career Courses will apply toward the Certificate of Graduation)
3. **A \*2.00 GPA** on the required semester hours.  
\*To calculate the GPA, the highest grade which fulfills a requirement will be used.
4. **Residency Requirement:**  
In order to receive a Certificate of Graduation, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.  
\*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

## TECHNICAL CERTIFICATE REQUIREMENTS

This certificate is awarded to students who complete the prescribed coursework (minimum of 30 semester hours) for a Technical Program.

1. **Successfully complete the prescribed set of courses or approved substitute. (Career hours are excluded.)**
2. **Earn a \*2.00 GPA on the prescribed set of courses**  
\*To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. **Residency Requirement:**  
In order to receive a Technical Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.  
Students in Career-Technical programs that do not lead to state/ national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.  
\*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

## ADVANCED TECHNICAL CERTIFICATE REQUIREMENTS

This certificate is awarded to students who complete the prescribed coursework (minimum of 45 semester hours) for a Technical Program.

1. **Successfully complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)**
2. **A \*2.00 GPA** on the required semester hours.  
\*To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. **Residency Requirement: In order to receive an Advanced Technical Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

Students in Career-Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

**\*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.**

## CAREER CERTIFICATE REQUIREMENTS

These programs vary in length but are normally considered to be one year. Students receive semester hours credit, but they are considered "non-degree" credit hours and will not apply toward an AA or AAS degree.

### **Career Certificate in Cosmetology:**

1. Successfully complete the prescribed set of courses and clock hours
2. **Earn a \*2.00 GPA on the prescribed set of courses**  
\*To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. Meet the Residency Requirement

### **Career Certificate in Practical Nursing:**

1. Successfully complete the prescribed set of courses and clock hours
2. Earn a grade of 80 or above on every course in the prescribed set of courses.
3. Meet the Residency Requirement

### **Career Certificate in Welding:**

1. Successfully complete the prescribed set of courses.
2. **Earn a \*2.00 GPA on the prescribed set of courses**  
\*To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. Meet the Residency Requirement

**Residency Requirement:** In order to receive a Career Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

**\*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility.**

All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

## **GRADUATION**

All candidates for graduation must file an application for graduation online at the Holmes Website. The requests are sent to the Vice President for Academic Programs or the Vice President for Career-Technical Education. December graduates must file by the end of October, and May graduates must file by the end of March. Non-refundable graduation fees (\$35.00 for marching-includes cap and gown and diploma with cover or \$15.00 for diploma with cover only) will be charged to the students' accounts. There is no charge for the diploma without a cover.

## **GRADE RECOGNITION AND HONORS**

### **A. GRADE RECOGNITION**

Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours.

**PRESIDENT'S LIST:** Those students who have a quality point average of 3.7 to 4.0

**DEAN'S LIST:** Those students who have a grade point average of 3.4 to 3.69.

## **B. GRADUATION HONORS**

### **1. Valedictory and Salutatory Honors**

To be eligible, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 overall grade point average. The student(s) with the highest GPA (excluding developmental courses and MAT 1233) will be recognized as Valedictorian, while the student(s) with the next highest GPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.

### **2. Honors and highest honors:**

Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their overall quality point averages. These honors will be:

- a. Highest honors - for those students GPA's of 3.7 to 4.0
- b. Honors - for those students with GPA's of 3.4 to 3.69

## **REVERSE TRANSFER GRADUATION**

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following:

1. Residency Requirements for all Degrees
2. Transfer Credit Guidelines

## **EARNING A SECOND DEGREE FROM HOLMES**

Students may earn and receive certificates and associate degrees simultaneously. A student may earn a lifetime maximum of one AA Degree and may earn CTE Certificates and/or AAS Degrees awarded concurrently or subsequently as all degree requirements are fully met. Each award requires a separate request for graduation.

## **STUDENT RECORDS**

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Dean of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans): name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

As a student, you have the right to:

- be treated fairly and with respect
- learn in an environment free of discrimination and harassment
- pursue your educational goals in a supportive and stimulating environment
- have access to counseling
- privacy concerning departmental records or documents that contain personal information
- have ready assessment procedures and progressive results.

As a student, you are expected to:

- treat other people with respect and fairness
- follow any reasonable direction from staff
- not engage in plagiarism, collusion or cheating in any assessment event or examination
- be punctual and regular in attendance
- submit assessment events by the due date or seek approval to extend the due date
- refrain from using mobile phones or pagers in classrooms
- return or renew library materials on time
- observe normal safety practices; e.g., wear approved clothing and protective equipment
- refrain from swearing
- refrain from smoking in campus buildings
- behave in a responsible manner by not
  - littering
  - harassing fellow students or staff
  - damaging, stealing, modifying, or misusing property
  - being under the influence of alcohol or drugs
  - engaging in any other behavior which could offend, embarrass, or threaten others.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.  
Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.  
Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.  
If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holmes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## STUDENT GRIEVANCE/COMPLAINT PROCEDURE

Any student who has a grievance or complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college should take the following steps:

- Step 1. Discuss the problem immediately with the faculty member, staff member, or administrator involved since direct communication between the two parties involved will usually resolve the problem.
- Step 2. If the student is not satisfied with the resolution after following Step #1, he/she may then contact the supervisor or administrator directly responsible for the personnel in #1 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.
- Step 3. If the student wishes to appeal the decision of the supervisor or administrator, he/she may then contact the supervisor or administrator directly responsible for the personnel in #2 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.

Once the student has met with the appropriate administrator, his/her remaining recourse to resolve the issue is to initiate the Appeals Procedure below.

### Appeals Procedure\*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors). A written response will be given within seven (7) school days.
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal in writing to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.
4. No adverse action will be taken against a student for filing a grievance complaint and/or appeal.

### \*Please note the following:

- Any student who fails to follow the above steps may forfeit any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- The President's decision will be final.

## **GRADE APPEAL**

A student must initiate a grade appeal by the end of the next regular semester (fall or spring) after the grade is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Grades assigned to a student become final when the time limits of the appeal policy are met.

## **FEE APPEAL**

A student must initiate a fee appeal by the end of the next regular semester (fall or spring) after the fee is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Fees assigned to a student become final when the time limits of the appeal policy are met.

## **PROGRAM-SPECIFIC HANDBOOKS**

The college operates under various program-specific handbooks. These handbooks outline rules and procedures explicit to these programs. Students are expected to follow all rules in these program specific handbooks. These handbooks are not designed to supplant the college bulletin.

Additionally, the college's Career/Technical programs operate under program-specific Technical Standards. These standards address the minimum skills students need for admission, progression and graduation in the program. These standards are not designed to supplant the college bulletin.



## EXPENSES

### In- State Students (Per Semester)

Commuter Student	Tuition	Fees #
<b>Full-time: Fall &amp; Spring</b>	\$1000^	*\$15 per hour
<b>Part-time: Fall, Spring, &amp; Summer</b>	\$100 per hour	*\$15 per hour

^A student is considered full-time when taking 12 or more semester hours during the Fall & Spring only.

\*Fees are charged per semester hour and are capped at 15 hours (\$225) Non-refundable

Dormitory Student	Fall & Spring
<b>Tuition/Fees</b>	\$1,225
<b>Dormitory Charges</b>	\$ 700
<b>Board (Meals)</b>	<u>\$ 775</u>
	<b>\$2,700</b>

**Out-of-State Full-Time Student Fee** \$1,290

**Out-of-State Part-time Fee (per Semester Hour)** \$110

### **Other Fees**

Graduation Fee (Marching Students, May only/Non-Refundable)	\$35
Graduation Fee (Diploma Only/Non-Refundable)	\$15
ID Replacement (Non-Refundable)	\$25
Housing Application Fee (Non-Refundable)	\$50
Key Replacement Fee (Non-Refundable)	\$50
Online Classes per Credit Hour Fee (Non-Refundable)	\$10

# A student's fees pay for the Student Services (Student ID, Parking Decal, Student Activities, Security, Publications), Technology Fees (Holmes Portal, Internet Access, Software Maintenance), and Educational Supplies/Equipment.

Payments can be made at any HCC Business Office or through the student's "My Holmes" portal. We accept cash, check, money order, debit card, or credit card.

**Book vouchers are available to those whose financial aid is greater than their charges (Aid - Charges = Voucher).**

An I.D. card is issued to each student as a step in his/her registration procedure. This card serves the student in many ways and should be in his/her possession at all times.

The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Business Office, Security Office, Campus Bookstore, Student Elections and events.

### **SENIOR CITIZEN PLAN**

Under a plan adopted by the Board of Trustees, persons sixty-five years old or older or retired persons over sixty-two years old may enroll for any class taught by the college as space permits without paying any fee except for equipment and books necessary.

### **SPECIAL TOOLS, SUPPLIES, EQUIPMENT, AND/OR ATTIRE MAY BE REQUIRED FOR THE FOLLOWING CAREER/TECHNICAL PROGRAMS:**

Automotive Technology  
Collision Repair Technology  
Cosmetology  
Engineering Technology  
EMS/Paramedic Program  
Funeral Service Technology  
Heating, Ventilation, Air Conditioning, & Refrigeration Technology  
Industrial Maintenance Mechanics  
Occupational Therapy Assistant Technology  
Physical Therapist Assistant  
Practical Nursing  
Precision Machining Technology  
Surgical Technology  
Welding & Cutting Technology

## TUITION/FEE ADJUSTMENT POLICY

- a. **TUITION** will be adjusted for refunds at the rate of 90%, 75%, 50%, and 25% on a prorated basis during the first one-fourth of any term. Terms within a semester may be of varied lengths. All seven days of the week are used to calculate refunds.

### ADJUSTMENT RATES

#### 16-Week Terms (112 Days)

1 - 7 Days	90 percent
8 - 14 Days	75 percent
15 - 21 Days	50 percent
22 - 28 Days	25 percent

#### 15-Week Terms (105 Days)

1 - 7 Days	90 percent
8 - 14 Days	75 percent
15 - 20 Days	50 percent
21 - 26 Days	25 percent

#### 13-Week Terms (91 Days)

1 - 6 Days	90 percent
7 - 12 Days	75 percent
13 - 18 Days	50 percent
19 - 23 Days	25 percent

#### 12-Week Terms (84 Days)

1 - 6 Days	90 percent
7 - 11 Days	75 percent
12 - 16 Days	50 percent
17 - 21 Days	25 percent

#### 10-Week Terms (70 Days)

1 - 5 Days	90 percent
6 - 10 Days	75 percent
11 - 14 Days	50 percent
15 - 18 Days	25 percent

#### 8-Week Terms (56 Days)

1 - 4 Days	90 percent
5 - 8 Days	75 percent
9 - 11 Days	50 percent
12 - 14 Days	25 percent

#### 6-Week Terms (42 Days)

1 - 3 Days	90 percent
4 - 6 Days	75 percent
7 - 9 Days	50 percent
10 - 11 Days	25 percent

#### 4-Week Terms (28 Days)

1 - 2 Days	90 percent
3 - 4 Days	75 percent
5 - 6 Days	50 percent
7 Day	25 percent

- b. **FEES** are non-refundable after the late registration period.
- c. **ROOM RENT** per semester is non-refundable.
- d. **BOARD** (meals) is refunded on the basis of days left in a semester after the day in which the withdrawal occurs.

## **STUDENT SERVICES**

### **STUDENT SUPPORT SERVICES**

Student Support Services (SSS) is a collaborative program between the U.S. Department of Education and Holmes Community College. The goal of SSS is to increase the retention and graduation rates of its students and facilitate their transfer process to 4-year institutions. SSS serves 200 students on the Goodman campus and is committed to providing a supportive environment where participants will receive academic, personal, financial, transfer, and career counseling.

To receive assistance students must be a U.S. citizen or permanent resident, enrolled at the Goodman Campus of HCC in a degree- seeking transfer program, and meet at least ONE of the following criteria: Be a first-generation college student (neither parent with whom you reside has a four-year degree; Have documented financial need (determined by federal guidelines); and/or Have a documented disability. All services are free to students. Those who are interested should complete an application. SSS is located in the lower level of McDaniel Hall on the Goodman Campus.

### **DISABILITY SUPPORT SERVICES**

Holmes Community College through the Office of Disability Support Services (DSS) provides reasonable accommodations for students with disabilities. DSS verifies eligibility for accommodations and works with eligible students to develop and coordinate plans to provide those accommodations. DSS is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations and auxiliary aids which support the College standards and academic integrity.

The Office of Disability Support Services is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. DSS is a non-fee generating program designed to meet the unique needs of HCC students with disabilities. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

### **HEALTH SERVICE**

Holmes Community College does not employ health personnel. Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and hospitals. In an emergency situation, students may be taken to a doctor or hospital via ambulance. Expenses for all medical treatment and transport are the responsibility of each individual student.

## STUDENT CENTER, BOOKSTORE, AND CAFETERIA

### Student Center - Goodman Campus

<b>Sunday</b>	<b>5:00 p.m. - 9:30 p.m.</b>
<b>Monday – Thursday</b>	<b>7:30 a.m. - 9:30 p.m.</b>
<b>Friday</b>	<b>7:30 a.m. - 1:00 p.m.</b>

The Lorance Student Center serves HCC students who are currently enrolled. There is a large area where indoor recreation of various kinds may be enjoyed. This building contains the bookstore and canteen where books, supplies, food, drinks, and various other items may be purchased.

**Student mailboxes** are also located in the Lorance Student Center. Student mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students must register for a post office box with the HCC Bookstore Manager. Once each day mail is delivered to the student center post office and outgoing mail is taken to the Goodman Post Office at 3:00 p.m. All registered letters and insured packages are to be picked up by the individual concerned. Students may purchase stamps and envelopes in the bookstore.

**The Campus Police Department** is also located in the student center.

### **Campus Bookstore** **(Goodman, Ridgeland, and Grenada)**

<b>Monday – Thursday</b>	<b>8:00 a.m. - 3:30 p.m.</b>
<b>Friday</b>	<b>8:00 a.m. - 12:00 p.m.</b>

**Bookstore hours are extended to 7:45 a.m. - 6:00 p.m. the first week of each semester.**

Textbooks can now be ordered through the internet @ [efollett.com](http://efollett.com). Online textbooks should be ordered via e-mail @ [0487mgr@fhcg.follett.com](mailto:0487mgr@fhcg.follett.com) as an attachment. Your profile must be verified. Text books are normally ready for purchase by pre-registration. See the HCC Bookstore Manager for specific details about the purchase and buy-back of books. Dorm supplies and a variety of additional supplies are available. Graduation announcements and class rings may be ordered at the beginning of the fall semester. To receive a full refund for textbooks, you must have a receipt. Full refunds are allowed 7 days from the first day of class. Major buy back is held during week of final exams each semester. **IDs and receipts are required for refunds.** You may contact the bookstore by calling:

Manager Goodman	Caroline Wilson 662-472-2959
Manager Ridgeland	Dorothy Jolly 601-605-6305
Manager Grenada	Cindy Walker 662-226-0609

**Cafeteria - Goodman Campus**  
**Monday through Thursday**

<b>Breakfast</b>	<b>7:00 a.m. - 8:15 a.m.</b>
<b>Lunch</b>	<b>11:00 a.m. - 12:45 p.m.</b>
<b>Supper</b>	<b>5:00 p.m. - 6:15 p.m.</b>

**On Friday, lunch will be served until 12:30 at which time the cafeteria will close.**

Participants in sanctioned school events will be served on weekends. Students living in college housing are required to purchase meals as part of college expenses. Your HCC ID card must be scanned at each meal. This card is not transferable to anyone. Students may choose to have their midday meal in the student center instead of the cafeteria. A meal equivalent of a hamburger or chicken sandwich, fries, and a soft drink will be served between the hours of 11:00 a.m. and 12:30 p.m. only. Students, faculty, and staff may eat in the cafeteria at student rates with presentation of a Holmes Community College ID Card.

**Cafeteria and Student Center Rules**

1. Be on time for all of your meals.
2. Your HCC ID must be scanned at every meal or you will not be served. This ID is not transferable to anyone.
3. You must wear shirts and shoes at all times while you are in the cafeteria or the student center.
4. Do not break line.
5. Do not waste food - eat everything on your tray - if you do not want it, do not take it.
6. Do not throw food or anything else in the dining room.
7. Food is to be consumed inside the cafeteria. Food cannot be removed from the premises.
8. No food services property can be removed from the premises.
9. Cafeteria and student center grill decor is not to be handled or moved around.
10. When you have finished your meal, carry your tray to the dish room window. Do not leave your dishes or trays on dining room tables.

Your cooperation in practicing responsible dining conduct promotes cheerful service.

Violation of the above rules can result in sanctions up to and including revocation of eating privileges.

## **PUBLIC SAFETY & CAMPUS POLICE**

Public Safety Personnel provide protection to faculty, staff, students and other authorized individuals. They also protect college property and grounds. In case of emergency you may call **601-940-0089 (Goodman)**, **662-809-6845 (Grenada)**; or **601-605-3333 (Ridgeland)**.

Public Safety Personnel on each campus are managed by a Chief of Police who reports to the appropriate administrator. At the District level Public Safety is managed by the District Director of Public Safety working under the HCC District Coordinator for Student Services.

Police authority is authorized by Section 6706, Mississippi Code of 1973, as amended.

## **VEHICLES ON CAMPUS**

To operate a vehicle on campus, students must register their vehicles to receive a decal and display. Faculty and staff are also required to obtain and display decals.

Students must park in designated areas. Failure to do so will result in fines. Continued abuse of the regulations may result in withdrawal of student's privilege to operate a vehicle on campus.

### **Parking and Traffic Regulations for Students**

1. Vehicles must be registered and equipped with a current year parking decal.
2. The parking decal is to be displayed on the back left window.
3. Vehicles are not to exceed 20 miles per hour anywhere on campus.
4. The volume of all vehicle radios must be kept low at all times.
5. The student will have sole responsibility for any vehicle registered in his/her name regardless of who may be driving it.
6. Reckless driving may result in removal of the vehicle from campus.
7. Dorm students must park in areas designated as student parking areas at their particular dorm and walk to class. (Grenada Dorm students may park in parking area in front of cafeteria.) Students may not park in any area designated for faculty, staff, or visitors. Cars are to be parked only in a designated parking space properly marked by painted lines.

Student vehicles parked in the prohibited areas on campus will receive a ticket. The first parking violation is **\$20.00**; the second violation is **\$30.00**; the third and each succeeding violation is **\$50.00**. A handicapped parking violation begins at **\$50**; the second is **\$100**, and the third and each succeeding violation is **\$200**. A handicapped person must be an occupant for the vehicle to park in a HC zone. Students who violate traffic regulations will be fined **\$30.00** for the first violation; **\$40.00** for the second violation, and **\$60.00** for the third violation. Students who consistently violate parking and traffic regulations will give up their right to have a vehicle on campus. In addition to Campus Police, Dormitory Supervisors and other school officials are authorized to write tickets. A parking or traffic ticket may be appealed following the HCC Discipline and Appeal Procedure, provided it is done within one week of the date on the ticket.

## STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the Administration a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

## DISCIPLINE

The following guidelines will assist you in understanding the various levels of discipline at HCC. The procedures are administered through the office of the Dean of Students and questions concerning discipline should be directed to this office.

- A verbal warning may be issued by the Dean of Students or other school official, including instructors, and will be filed in the student's disciplinary record.
- A student may be fined or removed from the dormitory or from the campus (except to attend classes).
- Serious disciplinary problems can result in dismissal from school.

Discipline may first occur at any level listed above and may include a combination of a fine and other sanctions. Fines will be paid in the HCC Business Office. A student who accumulates over \$100 in fines may be removed from the dorm. However, if the first fine is over \$100 the next fine received will result in dorm removal. Traffic fines are not included in this total. **FINES ARE CUMULATIVE FROM THE FIRST ENROLLMENT AT HCC THROUGH THE LAST.**

Removal from participation in school activities and loss of performance scholarship may occur when a student is removed from the dorm or campus for disciplinary or academic reasons. Students may also be suspended from all activities during an appeals process. Serious violations of HCC policy relative to the health and safety of the HCC Community will result in immediate removal from the dorm, campus, or school. Health and safety violations are the most serious offenses against the college community.

### Examples of Fines

(This list is not all-inclusive.)

Alcohol Infractions	Up to \$200.00
Disturbing the Peace (loud radio, etc.)	\$25 to \$100
Public Profanity (verbal, written, printed or implied)	\$25 to \$100
Unauthorized Guest	\$25 to \$200
Disorderly Conduct or Fighting	\$25 to \$200



### **District-Wide Campus Regulations**

1. Orderly conduct is expected on campus at all times; disorderly conduct may result in loss of campus privileges.
2. Students are required to have their HCC ID on their person at all times when on campus. Students are to present their ID cards upon the request of any official of the college at any time. Improper use of ID card by the owner or another individual may result in a fine.
3. Destruction or loss of property will be paid for by those responsible. Willful or malicious damage on campus is considered more serious than accidental damage.
4. Smoking is not allowed within fifteen feet of campus buildings.
5. The use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage containers, empty or full, can be kept anywhere on campus. Offenders can be fined as much as \$200 and can be removed from the dormitory and/or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.
6. Use of illegal drugs, possession of illegal drugs or drug paraphernalia, or being under the influence of illegal drugs is absolutely prohibited. Offenders will be dismissed from school.

**A copy of the HCC Drug and Alcohol Policy is available in any counselor's office. This policy includes the standards of conduct expected by the college; the legal sanctions imposed by local, state, and federal law; health risks; and the programs available for help.**

7. Students who have been convicted of possession, sale, or the manufacture of illegal drugs will not be permitted to live in the dormitory and will have their access to the campus limited.
8. Any student charged with a local, state, or federal crime may be suspended from school or have other sanctions imposed on him/her until the charges are cleared.
9. Any student convicted of a local, state, or federal crime may be dismissed from school.
10. Fireworks on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
11. Weapons on campus will result in a fine and/or dismissal from the dormitory, limited access to the campus, or more serious disciplinary action. No person or persons will be permitted to possess a firearm or firearms on HCC property or at any event sponsored or sanctioned by the College. The only exception to the above shall be sworn law enforcement officers certified by the Bureau of Law Enforcement Officers Standards and Training, and those persons authorized by the college.
12. The volume of all televisions or radios (including car radios), etc., must be kept low at all times. Failure to do so will result in equipment being removed from campus and a fine.

13. A student wishing to enter any locked building on campus must contact a campus police officer and fill out a Building Entry Form.
14. Possession of keys by students to any HCC lock is prohibited. The only exception is a dormitory key for which a deposit has been paid. Offenders may be dismissed from school.
15. Indecent dress or language (including written or oral) is prohibited on campus.
16. Any person or persons on the campus for the purpose of soliciting must have prior approval of the chief student services officer.
17. No student cars are to be washed on campus without permission.
18. Cell phones should be turned off when entering classes and school activities where phone calls would interrupt school proceedings. When cell phones become a problem in an academic setting, the issue becomes a disciplinary matter.
19. Students that fraudulently misrepresent facts may be fined up to \$100.00 and may be removed from class or school.
20. Theft on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
21. Any student under disciplinary action may have to forfeit the right to participate in any school related activity. Also, they may not be eligible to run for any elected position nor be selected for any honor or award.
22. The unauthorized buying and selling of goods and services on campus is prohibited.

### **Discipline and Appeal Procedure**

Non-academic discipline of the students at Holmes Community College is administered through the Dean of Students' office on the Goodman campus, the Vice-President's office at Ridgeland, and the Vice-President's office at Grenada. These individuals are referred to elsewhere in this hand- book as the Chief Student Services' Officer (CSSO). Minor infractions of discipline and conduct are handled as they occur by the faculty and staff directly in charge at the point of infraction. Any discipline imposed in this manner may be appealed by the student to the CSSO on campus. More serious disciplinary problems among students are handled directly by the CSSO. Disciplinary hearings are of private, confidential nature and are closed to the public.

#### **Discipline Procedure**

Disciplinary action will proceed as follows:

- 1) The CSSO shall notify the student of the charges.
- 2) The CSSO may temporarily suspend a student until such time as the charges brought against them may be heard. The suspension would occur when it is apparent that the student's presence would affect the well-being of the student body, the faculty, or the college property.
- 3) The student has the right to discuss any evidence pertinent to the charges with the CSSO.
- 4) The CSSO, after gathering all information, will make a final ruling.

- 5) The CSSO will notify the student, in writing, of the charges and discipline to be levied.

#### Appeal Procedure\*

- 1) If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
- 2) The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/ or instructors).
- 3) If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

#### \*Please note the following:

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- The President's decision will be final.

### **STUDENT ACTIVITIES**

The Student Activities Director on the Goodman campus, the Student Activities Coordinator on the Ridgeland Campus, and the counselor on the Grenada Campus are directly responsible for the supervision of student activities at the various locations of HCC. The District Coordinator of Student Services has been charged with the overall coordination of these activities to include the areas listed in this section. Questions and requests regarding the implementation of policies and procedures relating to activities, if not found in the following sections, should be asked of the individuals listed above.

## **SGA Constitution**

### **Preamble:**

We, the students of Holmes Community College, realizing that true harmony among ourselves, the Student Body Organization, and the faculty is essential to formal education, desiring to make an earnest effort to secure the greatest good for the majority, believing that this may be best accomplished by the consolidation of our efforts in a student body organization, do ordain and establish the Constitution for the Student Body of Holmes Community College on this the seventh day of May in the Year of our Lord, 1954.

Revised 1963, 1969, 1972, 1984, 1988, 1989, 1998, 2004, 2007, 2010

### **Article I: Adoption and Amendment**

**Section I.** This Constitution became effective immediately upon its adoption by a majority vote of the students of Holmes Community College.

**Section II.** It may be amended as deemed necessary upon ratification by a majority vote of the student body and the approval of the Administration and the Board of Trustees of Holmes Community College.

### **Article II:**

**Section I.** The organization of students is called the Student Body Organization of Holmes Community College.

**Section II.** Membership shall be limited to full-time students of Holmes Community College.

**Section III.** The officers of the Student Body Organization will be known as the Student Council or the Student Government Association.

**Section IV.** This organization shall meet at least once each month and at any other time deemed necessary and called by the council president and/or the sponsor.

**Section V.** When called to order, the council will operate under Robert's Rules of Order.

**Section VI.** Each member of the council shall have one vote; in case of a tie the president shall have the power to vote.

**Section VII.** Three (3) unexcused absences per year from any member will result in dismissal from the Student Government Association. All members must be excused by the sponsor and the president prior to a meeting, except in case of an illness which can be handled after the meeting.

**Section VIII.** Any action taken by the council must be submitted to the Chief Executive Officer of each Campus and the President of Holmes Community College for approval.

**Section IX.** Functions of Student Government are to:

- A. assist with student activities on campus;
- B. assist with homecoming activities in cooperation with the faculty;
- C. assist faculty in drawing up student rules and regulations;

- D. serve in the capacity of mediator between the faculty and the student body; and
- E. supervise all student council elections.

**Section X.** Any student government member who is placed on disciplinary probation or convicted of a crime, excluding traffic violations, while serving, will be required to resign from office.

**Section XI.** A faculty sponsor shall be selected by the administration. The sponsor will help coordinate student affairs and give such assistance as needed, and attend all meetings.

**Section XII.** Vacancies in student government will be filled by appointment by the SGA with approval of the sponsor.

**Section XIII.** Eligibility for office and positions is based on all previous full-time semesters. (Summer school is considered a full-time semester if 12 or more hours are taken.)

### **Article III: General Election Rules**

**Section I.** Nominations shall be made by presenting to the election committee a petition containing fifteen signatures of full-time students from the same class as the elected is to represent.

**Section II.** The election committee shall consist of student body president, the student council sponsor, and a Holmes staff member.

**Section III.** The election committee shall determine the validity of nominations and provide that a faculty member or sponsor be present for the tabulation of ballots.

**Section IV.** Voting shall be by secret ballot.

**Section V.** Any student who receives a majority of the votes cast on the first primary will be considered elected.

**Section VI.** In the event that no candidate receives a majority the top two will be placed on the run-off ballot.

**Section VII.** In an election where two or more candidates are to be selected (as in the case of class representatives) the individuals receiving the most votes will be selected.

**Section VIII.** Students on disciplinary probation or those serving probation for a crime, excluding traffic violations, at the time of selection are not eligible to hold positions listed in Articles IV, V, and VI at Holmes Community College.

**Section IX.** Students must have and maintain a 2.0 QPA to run for and hold an office at HCC. Mid-term grades are included in computing QPA's. The student must maintain a 2.0 QPA and full-time status to continue serving in the office or position.

**Section X.** Students are limited to running for, or holding, a specific office one time with the exception of running for office under Article IV, Section 5.

**Section XI.** Wherever the phrase "full-time student" occurs, it is understood this means on the campus where you run for election or vote.

## **Article IV: Elections**

**Section I.** Student Body Officers to be elected on the Goodman and Ridgeland Campuses during the last week of April are:

- A. President, Secretary, and Treasurer.
  - 1. Qualifications are to:
    - a. be a full-time student;
    - b. be a first or second semester freshman; and
    - c. have at least "C" average for any previous work including mid-term grades.
  - 2. Voter eligibility is limited to full-time freshman students.
- B. Vice-President and Reporter (a Reporter will also be elected at the Grenada Campus) shall be selected to serve the remainder of the school year in which they are elected and until the election of their successors during the fall semester of the following year.
  - 1. Elections will be held at the end of the third school week (runoff during the fourth week).
  - 2. Qualifications are to:
    - a. be a full-time student;
    - b. be a first or second semester freshman; and
    - c. have at least "C" average for any previous work including mid-term grades.
  - 3. Voter eligibility is limited to full-time freshman students.

**Section II.** Council Representatives are to be elected throughout the district.

- A. There shall be four representatives to the student council elected at the end of the third school week (run-off the fourth week) from the freshman class.
  - 1. Representatives will be composed of at least one man and one woman.
  - 2. Qualifications are to:
    - a. be a full-time student;
    - b. be a first or second semester freshman; and
    - c. have at least a "C" average for any previous work including mid-term grades.
  - 3. Voter Eligibility is limited to full-time freshman students.
- B. There shall be three representatives to the student council elected at the end of the third school week (run-off during the fourth week) from the sophomore class.
  - 1. Representatives will be composed of at least one man and one woman.
  - 2. Qualifications are to:
    - a. be a full-time student;
    - b. be a third or fourth semester student; and
    - c. have at least a "C" average for any previous work.
  - 3. Voter Eligibility is limited to full-time sophomore students.
- C. There shall be one dormitory representative elected from each dormitory (Goodman Campus only).

1. Elections will be held the end of the third school week (runoff at the end of the fourth week).
  2. Qualifications are to:
    - a. be a full-time student and
    - b. have at least a "C" average for any previous work.
  3. Voter eligibility is limited to full-time students.
- D. There shall be one commuter student elected to represent non-dormitory (Goodman Campus Only)
1. Elections will be held the end of the third school week (runoff at the end of the fourth week).
  2. Qualifications are to:
    - a. be a full-time student and
    - b. have at least a "C" average for any previous work.

**Section III.** Homecoming Court (Open to female students only) elections will be held at least two weeks prior to homecoming.

- A. The Homecoming Queen (Goodman Campus only)
1. Qualifications are to
    - a. be a full-time student;
    - b. be at least a third or fourth semester student and have never held a sophomore title; and
    - c. have at least a "C" average for any previous work.
  2. Voter eligibility is limited to full-time students.
- B. Student Body Maid
1. In the case of a run off between the top two candidates for homecoming queen on the Goodman Campus, the runner-up shall be declared student body maid. If the top candidate for homecoming queen receives a majority of the votes the candidate with the second highest number of votes shall be declared student body maid.
  2. On the Ridgeland Campus and at the Grenada Campus, a Student Body Maid will be selected from the sophomore class and the remaining candidates will run for the sophomore maid positions.
  3. Qualifications are to:
    - a. be a full-time student;
    - b. be at least a third or fourth semester student and have never held a sophomore title; and
    - c. have at least a "C" average for any previous work.
- C. Freshman Maids
1. There shall be two freshman women elected from the freshman class of the Goodman and Ridgeland Campuses and one from the Grenada Campus.
  2. The election will be held at least two weeks prior to homecoming.
  3. Qualifications are to:
    - a. be a full-time student;
    - b. be a first or second semester freshman; and
    - c. have at least a "C" average for any previous work.
  4. Voter eligibility is limited to full-time freshman students.

D. Sophomore Maids

1. There shall be two women elected from the sophomore class of the Goodman, Ridgeland, Grenada Campuses. Candidates on the Goodman Campus shall include all participants in the Homecoming Queen election who were not in the run off.
2. The election will be held at least two weeks prior to homecoming.
3. Qualifications are to
  - a. be a full-time student;
  - b. be at least a third or fourth semester student and have never held a sophomore title; and
  - c. have at least a "C" average for any previous work.
4. Voter eligibility is limited to full-time sophomore students.

**Section IV. HCC Beauty Review (Open to female students only)**

A. Qualifications are to

1. be a full-time student on any campus;
2. be nominated presenting to the Student Activities Director a petition containing fifteen signatures of full-time students;
3. attend rehearsal for the pageant; and
4. have at least a "C" average on any previous work.

B. Off-campus judges will choose the HCC Most Beautiful and four beauties during the pageant.

C. The pageant will be held late first semester or early second semester.

**Section V.** The HCC Who's Who election will be held in January to select Mr. and Miss HCC (Goodman, Ridgeland and Grenada campuses) and sixteen campus favorites. Campus favorites will consist of eight Freshman Favorites (four men and four women) and eight Sophomore Favorites (four men and four women). The two students receiving the highest number of votes for Mr. and Miss HCC will enter a second primary, unless one student receives a majority of all votes cast; in which event, that student will be declared the winner. In the final primary for Mr. and Miss HCC, the runners-up will automatically be named Sophomore Favorites.

A. Mr. and Miss HCC (Goodman and Ridgeland and Grenada Campus)

1. Qualifications are to:
  - a. be a full-time student;
  - b. be a third or fourth semester student;
  - c. have at least a "C" average on any previous work; and
  - d. represent the very best in leadership, attitude, and behavior.
2. Voter eligibility is limited to full-time students.

B. Sophomore Men and Women Favorites

1. Qualifications are to:
  - a. be a full-time student;
  - b. be a third or fourth semester student;
  - c. have at least a "C" average on any previous work; and
2. Voter eligibility is limited to full-time students.

C. Freshman Men and Women Favorites

1. Qualifications are to:
  - a. be a full-time student;



- b. be a first or second semester student ; and
  - c. have at least a “C” average on any previous work.
2. Voter eligibility is limited to freshman students.

### **Article V: Escorts for Homecoming**

**Section I.** Queen, Student Body Maid, and Class Maid escorts shall be chosen by the Homecoming Committee from the Student Government Association.

## **STUDENT CONTESTS**

Students either named or elected to positions whereby they represent the student body in an honorary capacity, such as homecoming court member, SGA officer, Beauty, Who's Who member, and Hall of Fame member, etc., must conform to all scheduled activities of that group, such as photography sessions, organizational meetings, and related activities, etc. Failure to meet the necessary requirements may result in the loss of the office or position being occupied by the student and also the loss of recognition of the student in *Horizons*, *The Growl*, or through press releases sent by the Public Information Office.

**The College Who's Who** contest is sponsored each year by the SGA and is completed by the third week of January. Mr. and Miss HCC are elected on the Goodman, Ridgeland and Grenada campuses and must be representative of the college's best as to scholarship, character, participation in co-curricular activities and attitude.

## **CAMPUS RECREATION & INTRAMURAL SPORTS (Goodman Campus Only)**

The Campus Recreation & Intramural Sports program at Holmes Community College is designed to provide students, faculty, staff, and their spouses the opportunity to participate in a variety of enjoyable competitive sports. Holmes Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. The college is in compliance with Title IV of the 1964 Civil Rights Act, Title IX of the 1972

Education Amendments Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The activities selected are determined on the basis of their contribution to the development of the whole individual – physically, socially, emotionally, and intellectually. Another purpose of the recreation and intramural program is to make participation in sports and physical activities a meaningful part of total education, thus providing individuals with opportunities to develop skills that can be utilized for lifelong fitness. The implementation of a wide variety of activities allows participation for different ability and interest levels – “Something for Everyone”. The program provides competition in a spirit fostered by fair play and sportsmanship among all participants. A major objective of the Campus Recreation & Intramural Sports program is to provide enjoyable activities in a safe environment to enhance social interaction and develop a sense of

community within the college. Intramurals are voluntary in nature (i.e. the student has a choice of activities) and every student is given an equal opportunity to participate – regardless of physical ability. Current students, faculty, and staff with a valid Holmes Community College I.D. are eligible to participate in the Campus Recreation and Intramural Sports program. Faculty is encouraged to participate in intramural activities and make “out-of-classroom” connections with students. Recreation and Intramural activities include team competition leagues, individual sports, team sports, and other special events. In addition, the HCC Fitness Center is open to all current students with a HCC ID.

### **STUDENT HOUSING (Goodman Campus Only)**

Holmes Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The Director of Housing has been designated to receive and investigate complaints and carry out responsibilities in conformity with the fore-stated acts and their amendments.

There are seven dormitories on campus providing space for 300 men students and 264 women students. To be eligible for campus housing, students must be enrolled in a minimum of 15 semester hours and must maintain a minimum 1.75 GPA. Students who drop to 12-14 semester hours during the semester will be placed on housing probation, and students who drop to below 12 hours during the semester will be dismissed from the dormitory. Students who fall below a 1.75 GPA for a completed semester will be placed on housing probation for the next semester. Students must then earn a minimum 1.75 GPA for the probationary semester in order to remain in the dormitory.

Dormitory rooms are generally filled before the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

**Check In:** To check in, students should report to their assigned residence hall at the time specified in the student handbook (Sunday afternoon before the beginning of classes the following day usually between the hours of 3:00 p.m. to 6:00 p.m.). Students are then required to complete and turn in the Key/Damage Deposit Policy Form to their dormitory supervisor. This form will be placed on each bed before you move into your room. If a student does not turn in this form, he or she may be liable for damages to the room that existed before they moved in. This is a pre- damage inventory sheet for the student to report damages which he or she is not responsible for. Failure to turn this form in will forfeit the student's right to challenge any decision made by the Director of Housing and/or Dormitory Supervisor to charge the student for damages not reported.

**Check Out:** To check out, a student is required to move out all belongings, clean room thoroughly, have the Hall Director complete a dormitory withdrawal form, and turn in the key and ID to that individual.

**Lost Keys:** The Director of Housing and the Dormitory Supervisor should be contacted immediately when a room key has been lost. See the Director of Housing for replacement of key. The student will be charged \$50 for a new key. If a student returns a broken key to the Director of Housing, a new one will be issued to him or her at no additional cost. For those students using HCC ID cards as keys, the charge will be \$25 to replace a lost one.

**College Property** Students are responsible for college property. Any damages in a student's room will be charged to the occupants of that room unless those students completed and turned in a Key/Damage Deposit Policy form reporting that the damage existed in the room before they moved in. Common area (lounges, restrooms, vending, laundry, hallway, or suites) damages may be assessed to the students living in that area unless the party responsible can be identified.

**Dormitory Rental System** A commuting student sometimes finds it necessary to stay overnight on campus. Reasons for this may range from a need to study or do library work to a transportation problem. A commuting student may stay in a dormitory at a minimal fee. The following regulations govern this system:

1. The commuter must be a full-time student of Holmes Community College.
2. Students must obtain permission from the Director of Housing and will be under all dormitory regulations during their stay.
3. The charge is \$5.00 per night and is to be paid to the HCC Business Office. This charge is per person, not per room.
4. The student will not be allowed to spend more than two consecutive nights in the residence hall without special permission.
5. Students who have received a fine for a disciplinary offense will not be allowed to rent a room.

**Residence Hall Hours** All residence halls open at 2:00 p.m. on Sunday afternoon and close at 2:00 p.m. on Friday afternoon. At the end of a semester or the beginning of a holiday, students are expected to vacate dormitory rooms as soon as their classes and/or exams are completed. Residence halls are closed on weekends unless permission has been granted from the Director of Housing to stay. Quiet hours shall begin at 11:00 p.m. and continue until 8:00 a.m. the next day. Reasonable quietness is expected at all times. During this period, students should be able to study in their rooms without loud noise or disturbances. Loud stereos, televisions, yelling, etc. will not be tolerated.

**Weekend Stay** Generally, only out-of-state or out-of-district athletes are granted permission to stay on weekends. Other than this group, the only other students who may stay on weekends with permission are those who are involved in a school activity (athletic competition, choir, band, cheerleading, etc.).

**Room Inspection** Residence hall rooms are subject to inspections by appropriate college officials. During the room inspections, the rooms will be checked for room damages and unsanitary conditions. Students may be subject to a \$25 fine for failing room inspection.

Students are responsible for cleaning their rooms, bathrooms, and common areas (common areas only include the hallways in Attala Hall suites). Safety checks may be made from time to time as well.

**Residence Hall Furnishings and Care** Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish linens, and toilet items, including tissue, and is accountable for the care of the room and its furnishing. Students are not allowed to move any furniture or equipment from their rooms supplied by the college. Missing furniture or other items from rooms provided by the college or damage to them will result in a \$25 fine or higher plus the cost of the items to the occupants of that room. Rooms are to be kept clean and in order at all times. Garbage is to be swept up in rooms and/or hallways and thrown into the trash cans or garbage shoots provided. Trash should be put into garbage bags first if possible before disposal for sanitary reasons. Students are responsible for their individual rooms, including furniture and everything else in the rooms furnished by the college. The room's occupants will pay for any damages found in a room. All dormitory rooms will be checked for damages to the mattresses, beds, floors, walls, windows, ceilings, doors, furniture, lights, bathroom, etc. All residents will pay for damages to common areas outside of dormitory rooms from housing deposits. Residence hall rooms remain the responsibility of the student until they have completed a dormitory check-out form and turned in their key and ID card to the Hall Director or Director of Housing.

**Sales and solicitations** are prohibited in the residence halls.

**Personal Property** *The College is not responsible for loss or damage of any and all personal items or valuables irrespective of cause. Students should consider purchasing renter's insurance or insuring these items are covered by the parents' homeowner's policy.*

**Visitors during School Hours** Same-sex visiting by students is allowed until 12:00 a.m. Between the hours of 12:00 a.m. and 6:00 a.m., no visiting in dormitory rooms is allowed, meaning that dormitory residents must be in their own rooms. Visitors after school hours must leave by 12:00 a.m. when all lobbies close. No visiting is allowed after 12:00 a.m. without authorization. Immediate family members, with permission, may assist students in moving in or out of the residence halls. Male students are not allowed in any female dormitories except in the lobby area during regular visiting hours. No females are allowed in any male dorm lobby at any time.

**Dismissal from Dormitory** A student may be dismissed from a dormitory for academic or disciplinary reasons that may include cutting below twelve (12) hours in a class schedule, failing to have a 1.75 GPA for two semesters, pulling a fire alarm, etc. The consequences for such actions are dismissal and removal from the dormitory with loss of all dormitory privileges. When this occurs, a student is not allowed in any residence hall on campus as a visitor or otherwise. That student must leave the campus after his/her last class each day and must not be found on campus after 4:00 p.m. Students found in violation of this rule will face trespassing charges on school grounds and possible dismissal from school at the discretion of the Dean of Students.

**Internet and Cable** Wireless internet and cable will be provided in all dorm rooms.

**Search of a Student's Room** Holmes Community College is firmly committed to the principles of complete respect for the constitutional and human rights of all students. At the same time, as has been confirmed in many court cases, the institution has the authority to enforce reasonable Rules of Conduct and to search housing facilities as needed and at times without notice to provide for a safe and healthy environment. It is the policy of Holmes Community College that police searches of a student's room may not be conducted unless reasonable suspicion exists that violations of college regulations or state or federal law are occurring or have occurred.

**Closure for Breaks** Several times during the year it will be necessary to close all residence halls completely. They are Thanksgiving break, Christmas break, and spring break.

### **Dormitory Regulations**

1. Occupants of dormitory rooms are responsible for everything in the room and the room itself. Total damages to halls and areas not considered a part of a room will be assessed and charged to occupants of the dormitory. First offense will result in a warning or possible dismissal from the dormitory and payment of damages. Second offense will result in dismissal from dormitory and payment of damages.
2. The following are not allowed in dormitories or rooms: gambling, weight lifting equipment, pets, candles, incense, carpet, bicycles, motor-cycles, or weapons (guns, knives, bow and arrow, etc.). Sound equipment (amps, speakers, etc.) is not allowed in dormitory rooms.
3. With limited exceptions, every electrical appliance must have a ground. Outlet adaptation for multiple uses of electrical outlets may not be used. (If you have any questions, please check with dorm supervisor.)
4. Students may bring irons, radios, televisions, coffeepots, and refrigerators (not to exceed 4.0 cubic feet or 4.5 amps). The only cooking appliance allowed in your room is a microwave oven.

5. Pictures, wall hangings, or additional furniture cannot be placed in a room without express written consent from the Director of Housing. Any damages resulting from this practice will be assessed to the students. HCC reserves the right to require removal of anything posted in a room. Obscene pictures will not be allowed.
6. Failure to keep your room clean will result in a fine after one warning. No trash is to be swept into halls; it must be picked up in your room.
7. Men are not to use the lobbies of the women's dormitories unless they check in at the front desk with their student ID. They must also be the guest of only one female resident assigned to that particular dormitory. It is the female student's responsibility to check her guest in at the desk. The female should present her student ID along with her guest's student ID at the front desk upon entering the lobby. No more than one guest is allowed per female resident. Men are not allowed in any other part of the female dormitories. Persons violating this regulation may be fined up to \$200 and may lose housing privileges.
8. Women are not allowed in the men's dormitories. Persons violating this regulation may be fined up to \$200 and may lose housing privileges.
9. Male students are not allowed in the parking area behind Yazoo Hall.
10. No sexual activity is allowed in the residence halls.
11. No horseplay (running, playing ball, etc.) is allowed at any time in the dormitories, including the hallways.
12. Students are not allowed at the windows or doors of dormitories of the opposite sex.
13. After dark the blinds in all dormitory rooms must be closed.
14. Lobby furniture found in rooms will result in a fine.
15. There will be a \$25.00 fine for unauthorized moves of persons or furniture from or between dormitory rooms. The second unauthorized move will result in dismissal from the dormitory. (Room change may be permitted only after being processed through the office of the Director of Housing.)
16. In the absence of a fire, pulling a fire alarm will result in removal from the dormitory or from school.
17. No smoking is allowed in residence halls. All smoking must be done outside the building at least fifteen feet from any entrance.
18. Use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage bottles, empty or full, can be kept anywhere on campus. First offenders are generally fined \$200 and may be removed from the dormitory or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.

Any student violating the rules and regulations is subject to being suspended from college. There will be a mandatory dormitory meeting after school begins where you will be given specific rules and regulations pertaining to your dormitory.

## **CONTINUING EDUCATION AND COMMUNITY SERVICES**

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

## **FINANCIAL AID**

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. Federal, state and institutional aid programs are available to eligible students including Federal Pell Grant; Supplemental Educational Opportunity Grant (SEOG); Federal and Institutional Work Study; Direct Federal subsidized and unsubsidized Student Loans; Achievement, Performance, Athletic and Development Foundation Scholarships.

All forms and requested documentation can be taken to the campus Financial Aid Office or mailed to P. O. Box 216, Goodman, MS 39079. Documents may also be faxed to 662-472-9170 or emailed to [finaid@holmescc.edu](mailto:finaid@holmescc.edu).

### **APPLICATION**

Holmes Community College accepts the Free Application for Federal Student Aid (FAFSA) for all types of Title IV Financial Aid and most other aid.

### **DEADLINES**

Holmes accepts and processes applications throughout the academic year; however, students are encouraged to apply early, prior to fall semester. Applications received by June 1 will be given priority consideration within funding limits.

### **FEDERAL TITLE IV STUDENT AID POLICIES**

Students must meet all admission requirements and currently be enrolled at Holmes; in addition, students must also:

- Be a U.S. citizen or eligible non-citizen.
- Have a high school and/or college transcript on file in Admissions and Records.
- Register with selective service if required to do so.
- Have financial need as evidenced on the Student Aid Report (SAR).
- Meet satisfactory academic progress (SAP) standards toward a degree or certificate.
- Be otherwise eligible for aid, and not be in default on a student loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended, at any institution.
- Complete the verification process, if necessary.
- Students who have earned a Bachelor's Degree are NO LONGER eligible for Pell Grant and SEOG, loan eligibility may also be limited.
- Understand that financial assistance received should be used for educational purposes.



The Financial Aid Office may review, revise, reduce and/or cancel an award at any time. Changes in financial, marital, or academic status affect eligibility. Misuse of federal funds may lead to suspension of eligibility. Please contact the financial aid office for answers to eligibility questions.

Financial aid funds are disbursed each semester. Funds are credited to a student's business account, all charges are withheld and the balance of the award is paid to the Bulldog Card within 14 calendar days. Bulldog Cards are mailed to the student's address on file.

Withdrawing from school or dropping hours may cause the student to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has not been made to the student, such refunds will be canceled since aid is paid only for enrollment. The Financial Aid Office uses the last date of attendance to calculate refunds and disbursements. The percentage of grant/loan funds used to pay institutional charges will be calculated on the number of calendar days the student is enrolled before a total withdrawal occurs. Meaning, if you withdraw from school, you may owe Holmes Community College money.

The application for and receipt of financial assistance is confidential. Information will be released only to the student unless the student provides written consent otherwise. However, the college must release to the U.S. Department of Education, state agencies, and institutional committees any information requested and deemed pertinent to eligibility.

### **PAYMENT & DISBURSEMENT INFORMATION**

Institutional Scholarships, State Aid, and Private Aid are generally awarded within the first four weeks of the semester and paid to student accounts during the sixth week. All student work study will be paid monthly except for April/May, August/September and November/December, which are combined months. All Federal Title IV Aid, excluding work study will be paid just prior to 60% of each semester as determined by the Financial Aid Office. Students who withdraw or drop below full-time status will have their grants and loans adjusted and/or removed accordingly. A student who withdraws prior to this time is responsible for all charges owed to the College if applicable.

For additional information and explanation please contact the Financial Aid Office on your campus.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

(Not the same as Academic Standards for Admissions)

Students must meet Satisfactory Academic Progress (SAP) standards. Guidelines, based on federal regulations, have been established to evaluate cumulative GPA and total number of hours attempted. Financial Aid eligibility is determined based on entire academic history, not just Holmes academic history. Acceptance for admission does not necessarily indicate that financial aid Satisfactory Academic Progress (SAP) guidelines have been met for eligibility.

SAP is measured once 6 hours are attempted and is calculated at the end of every semester. SAP standards are calculated on the percentage of hours attempted and passed, cumulative GPA, and maximum time to complete a degree or certificate. Explanations of SAP standards follow and apply to all Title IV federal financial aid programs, including Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Work Study, and the Direct Loan Program, as well as VA Benefit eligibility.

Grade Point Average (GPA) and Completion Rate are calculated on a student's entire academic history. The completion rate formula is earned hours divided by attempted hours. Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid was received during past enrollment. This includes all transfer hours, withdrawal hours, incomplete hours, repeated hours and pre-core hours. Earned and attempted hours include all Holmes and transfer hours in which the student has been enrolled.

### **Completion Rate and GPA Eligibility Requirements**

If you have attempted total hours within this range	0 - 30
Your Cumulative GPA should be at least	1.75
Your Completion Rate Percentage should be at least	50%
If you have attempted total hours within this range	31 - 48
Your Cumulative GPA should be at least	1.75
Your Completion Rate Percentage should be at least	67%
If you have attempted total hours within this range	49 and above
Your Cumulative GPA should be at least	2.0
Your Completion Rate Percentage should be at least	67%

## **Maximum Time Frame for Eligibility**

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension when they have attempted 150% or more of the hours required to complete their respective degree, generally 93 hours. Students who are over the maximum time frame must file an appeal and explain any extenuating circumstances. Once a student earns an associate degree from Holmes, they are not eligible to participate in federal financial aid programs without an appeal.

## **SAP Review and Notification**

SAP progress is reviewed at the end of each semester to determine grade point average (GPA), completion rate and maximum time frame standards. Students who fail to meet SAP standards will be notified via student email and their status will be updated in the My Holmes portal. Students failing to meet the GPA and completion rate standards the first time are placed on probation. Students over the maximum time frame standard for the first time are placed on suspension. Students must be familiar with SAP and monitor their progress.

## **Financial Aid Probation**

Students are placed on Probation if their completion rate or cumulative GPA is below the minimum standard or an appeal has been approved. All students on appeal must earn a 2.0 semester GPA for all hours attempted and must not withdraw, fail or take incomplete grades during the appeal term. If a student fails to meet cumulative SAP standards, but meets the minimum appeal standards the student may retain financial aid eligibility under a continued appeal/probation status.

## **Financial Aid Suspension**

Students are placed on Suspension if their completion rate and cumulative GPA remain below the minimum standards after the appeal/probation semester, failing to complete the academic requirements for courses taken during the probationary term approved by appeal, and reaching the 150% maximum time frame for completion of a degree or certificate.

## **Appeal Process**

Students will be notified via student email accounts if an appeal is necessary. In addition, a financial aid requirement will be visible in the My Holmes portal. Appeal requests must be submitted in writing to the financial aid office. The form is available through the requirement in the My Holmes portal, via the website, or from the Financial Aid Office. Appeals are reviewed and considered on a case-by-case basis. Only extenuating circumstances or improved academic records will be considered. Students are notified via student email of appeal decisions. Students whose appeals are approved will be placed on financial aid probation and will be given an academic plan. This plan is designed to enable the student to complete their degree with the time frame to meet SAP. If an appeal is denied, the denial takes precedence over any previous award notification and the student becomes responsible for all charges and fees. Students should file appeals prior to registering and/or attending any classes to avoid being financially responsible out of pocket.

Appeals and all supporting documents should be returned by Fax to (662) 472-9170, emailed to [finaid@holmescc.edu](mailto:finaid@holmescc.edu), delivered to any campus Financial Aid Office, or mailed to P.O. Box 216, Goodman, MS 39079.

## **TYPES OF FINANCIAL AID**

**Grants** – “gift aid” made available to students based on financial need and are not repaid. Students must complete the Free Application for Federal Student Aid (FAFSA), which is used to determine need.

**Loans** – aid made available to students based on financial need and are repaid to the lender upon leaving school and/or graduating. Students must complete the FAFSA which is used to determine need.

**Employment** – aid made available to students and may or may not be based on financial need. Employment aid is not repaid and students must complete the FAFSA and currently be enrolled in classes.

**Scholarships** – aid made available to students for academic achievement and/or other talents. This aid is not repaid.

## **FEDERAL TITLE IV AID PROGRAMS (Must complete the FAFSA)**

**Federal Pell Grant** – makes funds available to eligible undergraduate students attending an approved post- secondary institution. Students should receive a SAR (Student Aid Report), which explains eligibility and may need corrections. The Pell Grant is an entitlement grant, provided based on enrollment in an approved degree or certificate program. The amount of the award is based on eligibility, enrollment status, and the cost of attendance.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – Is a program for students who show great need. Unlike Pell Grant, SEOG is not an entitlement grant. Schools have a limited amount of funds and can award no more after those funds are used. Only undergraduate students are eligible and generally, must be enrolled at least half-time. Students must be eligible for the Pell Grant in order to receive SEOG funds. A financial aid administrator assesses financial need and awards SEOG in accordance with that need.

**Federal College Work-Study Program:** Students must qualify for this program as determined by FAFSA. The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses. Work study is paid monthly via the Bulldog Card. If your offer of financial assistance includes employment under the provision of the College Work Study Program, it must be understood that the amount shown for this category is the amount of money you may earn during the academic year as a result of work performed and the hours necessary to perform such work.

**Federal Direct Student Loan Program** offers subsidized and unsubsidized educational loans to qualified students. Students must maintain a minimum 6 hours enrollment. These loans are low-interest made to a student by the federal government. Origination fees are deducted from loan funds in accordance with federal regulations. The federal government will pay interest on subsidized loans during enrollment, while students pay interest on unsubsidized loans during enrollment. Student loans must be repaid. Students enter repayment after a grace period upon completing enrollment either through graduation or otherwise stopping enrollment. Information regarding student loans is available at [www.studentloans.gov](http://www.studentloans.gov). Students must complete electronic entrance counseling, a master promissory note, and exit counseling to participate in the federal student loan program.

## STATE FUNDED AND PRIVATE AID PROGRAMS

### **Mississippi Resident Tuition Assistance Grant (MTAG) Program**

– requires annual application and is available to undergraduate students who are current legal residents of Mississippi for at least one year immediately preceding application for the MTAG; pursuing first certificate, associate, or bachelor's degree; be receiving less than a full Federal Pell Grant; and have a cumulative high school grade point average of 2.5 on a 4.0 scale, if an entering freshman, and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.) Students must be accepted on a full-time basis at an eligible institution, maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale, not currently be in default on a federal or state loan or owe a refund on a federal or state grant, and meet other criteria as set by the eligible institution.

**Award Amount:** Up to \$500 annually for based on funding and eligibility.

**Application Deadline:** September 15

**Other:** The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

**Mississippi Eminent Scholars Grant (MESG) Program** – requires annual application and is available to “first-time-in-college” students and renewal applicants only. Students must be a current legal resident of Mississippi for one year immediately preceding application for the MESG and be recognized as a semifinalist or finalist by the National Merit or National Achievement Scholarship Programs and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale; OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale. Also, be accepted on a full-time basis at an eligible institution, maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale, not currently be in default on a federal or state loan or owe a refund on a federal or state grant, and meet other criteria as set by the eligible institution.

**Award Amount:** Up to \$2,500 annually, not to exceed the cost of tuition and mandatory fees, based on funding and eligibility.

**Application Deadline:** September 15

**Other:** The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

**Higher Education Legislative Plan for Needy Students (HELP)** requires annual application and is available to “first-time-in-college” students and renewal applicants only. Students must be a current legal resident of Mississippi for one year immediately preceding application for the HELP. Also have a high school cumulative GPA of 2.5 on a 4.0 scale, a minimum of 20 on the ACT, completed a specific high school curriculum, demonstrate need, be accepted and enrolled full time at an approved postsecondary institution in Mississippi and pursuing first certificate, associate’s, or bachelor’s degree.

**Award Amount:** Up to tuition and required fees based on funding and eligibility.

**Application Deadline:** March 31

**Other:** the student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

**Sumners Grant:** Student must be a resident of Attala, Carroll, Choctaw, Montgomery, or Webster Counties in Mississippi, who desires and can benefit from a higher education. All applicants must have resided for 12 continuous months in one of the five Sumners counties prior to enrollment. All applicants must be enrolled in a course that generates credit hours. The award for a full-time student will not exceed the cost of attendance when combined with all other types of aid received by the student, excluding loans. Students must maintain a cumulative 2.5 GPA on all hours and all official transcripts must be on file in Admissions and Records. Independent students who have not established a residence in one of the Sumners counties may not establish eligibility by the address of parents who reside in one of the eligible counties.

**Advantage Student Loan Program** provides low interest student loans to students who are no longer eligible for Title IV Direct Loans or need additional funds. Application is made through the Kentucky Higher Education Student Loan Corporation. For information regarding this loan program, students and/or parents should visit [www.kheaa.com](http://www.kheaa.com). Student loans must be repaid, but there is a deferred repayment option as long as students are enrolled.

## **VETERANS EDUCATION BENEFITS**

Students who plan to attend under any type Veterans Education Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA Education Benefits, a student must adhere to policies established by the Veterans Administration, Holmes, and the State Approving Agency. All necessary forms and instructions for applying for VA Education Benefits can be found on the Holmes Website and in the student portal.

A statement of the Standards of Progress and Attendance that applies to all veterans under Chapter 1606, 1607, 30, 31, 32, 33, 34, and 35 of Title 38 is published in the bulletin under the direction of the Office of the Vice President of Academic Programs. The student receiving VA Education Benefits will follow the Policy on Satisfactory Academic Progress for Federally Funded Financial Aid in both Qualitative Measure and Measurable Progress Requirements. This statement of revised Standards of Progress and Attendance was approved by the State Approving Agency effective Summer, 2012. The statement is in compliance with VA Regulation 14253 (D).

Students receiving VA Education Benefits are admitted on the same basis as other students. Published calendars, policies, and regulations apply to these students on the same basis as other students. Also, based on VA rules and regulations, students will receive VA Education Benefits only for courses which apply towards a degree program or the necessary remediation.

### **Records of Students Receiving VA Education Benefits**

The office of Financial Aid maintains a file on all Holmes students who receive Veteran's Education Benefits. The files contain all Enrollment Certifications and forms submitted by Holmes in regard to the students' school attendance, and all of these forms are submitted to the appropriate RPO by the Office of Financial Aid. Each campus also maintains a file for each VA student who attends that particular campus and each has staff personnel to assist students who receive VA Education Benefits. When the student graduates or terminates school attendance, the file is kept for a period of three years in the Office of Financial Aid as required by VA. The student may inspect his/her file at any time. The files are also open to inspection by official representatives of the Veteran's Administration and the State Approving Agency.



## **Satisfactory Academic Progress Policy for Students Receiving VA Education Benefits**

The student receiving VA Education Benefits will follow the Title IV Financial Aid Satisfactory Academic Progress Policy both in Hours Earned and Grade Point Average Requirements. If the student has made a change to, or from, a Career-Technical program, consideration will be given to discount those hours and the completion rate percentage of courses which do not apply toward graduation in the new major/degree program. Hours earned and grade point average required to remain eligible are the same as previously stated for all Federal Title IV eligibility.

### **VA Probation and Suspension**

Satisfactory Academic Progress (SAP) is not measured until a student has attempted at least 6 hours, and it is calculated at the end of every semester. Those who fail to meet these requirements will be placed on VA Probation for one semester, will be sent a warning email, and will continue to receive benefits for the Probation Semester. If the student fails to meet the SAP Policy after the Probation Semester, the student will be placed on VA Suspension, will be sent an email notification, and will not be re-certified to receive VA Education Benefits until the deficiencies have been corrected.

### **Appeal Process**

If the VA student has his/her Title IV Financial Aid Suspension Appeal approved during the semester that the student is also on VA Suspension, the student will be placed on VA Probation for the length of the Financial Aid Appeal.

## **INSTITUTIONAL AID**

**The Institutional Work-Study Program** gives students a chance to earn part of their college expenses and receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by financial need and the student must complete the FAFSA. In order to qualify, students must have been accepted on at least a half-time basis and demonstrate the ability to maintain satisfactory academic progress toward a degree or certificate. The student must be a citizen or permanent resident of the United States.

## SCHOLARSHIPS

Scholarships are given to students who meet certain criteria based on academic merit and/or athletic and performance talent. Specific eligibility requirements are listed under each scholarship category.

### **Achievement Scholarships**

#### **ACT Scholarships**

Board of Trustees Scholarships

President's Scholarships

Dean's Scholarships

Valedictorian and Salutatorian Scholarships

SkillsUSA Scholarship

Holmes Plus Scholarship

### **Requirements for ACT Scholarships**

1. Students must meet all admission requirements.
2. Students must qualify for in-state tuition.
3. Students must complete the FAFSA application or the FAFSA waiver form available in the Financial Aid Office.
4. Students must have official ACT scores on file in the Office of Admissions & Records prior to the semester the award will be made.
5. The scholarship will not cover the matriculation fee or the student activities fee.
6. Students must maintain a minimum of 15 hours per semester (12 hours for approved programs) and maintain a minimum cumulative GPA of 3.0.
7. If the student withdraws or drops below the required semester hours and/or GPA requirement, the scholarship will be voided for the following semester, excluding summer terms.
8. Transfer students must have a minimum cumulative GPA of 3.0 and meet all of the other requirements for achievement scholarships.
9. The scholarship will be for a maximum of 6 semesters at Holmes.

**Board of Trustees' Scholarship:** This scholarship covers the cost of tuition, room and board, fall and spring semesters only. The recipient must have an enhanced ACT composite of 28 or higher.

**President's Scholarship:** This scholarship covers one-half the cost of tuition, room, & board. The recipient must have an enhanced ACT composite of 24-27.

**Dean's Scholarship:** This scholarship covers the cost of tuition. The recipient must have an enhanced ACT composite of 20 - 23.

**Valedictorian and Salutatorian Scholarships:** Valedictorians and Salutatorians from Mississippi High Schools are eligible for a one-time \$200/\$100.00 award respectively, provided they have Enhanced ACT composite scores of at least 20 and are enrolled as full-time students.

**SkillsUSA Scholarships:** Scholarships may be awarded to 1st place district and/or state SkillsUSA contest winners in specific Career/Technical areas of individual competition or in team competition that is discipline-specific. These scholarships are valid for Holmes Career/Technical programs that participate in SkillsUSA on their campus. Recipients must enter the Holmes CTE program within 15 months of their high school graduation date. Recipients who maintain a 2.5 cumulative quality point average may receive the award for four consecutive semesters. Current Holmes CTE students who win 1<sup>st</sup> place in district and/or state SkillsUSA individual competition may receive the scholarship for the remaining required semesters of program enrollment, including summer semester for certain programs, for a maximum of three consecutive semesters if they maintain a 2.5 cumulative quality point average. The award, equal to the amount of full tuition per semester, may be applied to tuition, room and board, or any other expenses incurred by a full-time student. Students eligible for the SkillsUSA scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian/salutatorian awards, etc. up to but not exceeding the published cost of attending HCC. The deadline for submitting applications is May 1.

**Holmes Plus Scholarship:** Students who are accepted into the Holmes Plus Program show an aptitude for Science and Mathematics as evidenced by a composite ACT score of 24 or better and an ACT math sub-score of 23 or better. Selection for the scholarship is by committee and students must maintain Holmes Plus criteria and follow the Holmes Plus curriculum. This scholarship is only offered on the Goodman campus. The Holmes Plus Scholarship will cover the remaining charges for tuition, housing, and meals once all other scholarships and aid have been applied. In addition, Holmes Plus students may receive a book stipend which is determined semester- by- semester on a case-by-case basis.

### **Athletic Scholarships**

Baseball Scholarships  
Basketball - Men & Women Scholarships  
Football Scholarships  
Soccer - Men & Women's Scholarships  
Softball Scholarships  
Tennis Scholarships

**Athletic Scholarships** are awarded in accordance with the rules and regulations of the Mississippi Association of Community and Junior Colleges. A limited number of out-of-state scholarships are available. All athletic scholarship amounts are determined by the Athletic Department. Applicants should contact the coach(es) of the sport in which they are interested.

### **Performance Scholarships**

Band Scholarships  
Cheerleader Scholarships  
Choir Scholarships  
Connection Scholarships  
Dazzler Scholarships  
Drama Scholarships  
Keyboard & Piano Scholarships

### **Requirements for Performance Scholarships**

1. Students must meet all admission requirements.
2. Students must complete the FAFSA application or the FAFSA waiver form available in the Financial Aid Office.
3. The scholarship will not cover the matriculation fee or the student activities fee.
4. Students must maintain a minimum of 12 hours per semester and a minimum cumulative GPA of 2.0.
5. If the student withdraws or drops below the required semester hours and/or GPA requirement, the scholarship will be voided for the following semester, excluding summer terms.
6. If the student is dismissed from the performance activity, the scholarship may be voided and the tuition will be charged for the current semester.
7. Transfer students must have a minimum cumulative GPA of 2.0 and meet all of the other requirements for performance scholarships.
8. The scholarship will not exceed the published cost of attending Holmes as a Mississippi resident.
9. The scholarship will be for a maximum of 93 attempted hours on all college work or 6 semesters at Holmes, whichever occurs first.

**Band (Instrumental) Scholarships** are available to musically talented students who desire to participate in the Holmes CC Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries).

**Cheerleader Scholarships** are available to cheerleaders and mascots each semester and are awarded on a semester basis. Cheerleaders and mascots are chosen by a panel of judges with selection based on performance at tryouts held in the spring. Applications are available from the cheerleader sponsor.

**Choir Scholarships** are available to students who are musically talented and desire to participate in the Holmes CC Choral Program. Auditions are required and awards are based on the performance of the student and on the particular choral activities in which the student participates (Holmes Chorale or The Holmes Connection!)

**Drama Scholarships** are available to students who desire to participate in theatrical productions. Auditions are required.

**Keyboard (Piano and Organ) Scholarships** are available to students majoring in piano. Auditions are required for scholarships.

**HCC Development Foundation Scholarships**  
**Endowed Scholarships**

Alumni & Friends Career-Technical Scholarship  
Bain & Corey Scholarship  
Belk Family Scholarship  
BellSouth Endowed Scholarship  
Bondurant Family Scholarship  
Ben Branch Memorial Scholarship  
Frank B. Branch Memorial Scholarship  
Dr. Paul B. Brumby Memorial Scholarship  
Bill Bunch Memorial Scholarship  
Doris S. and John W. Campbell, Sr. Memorial Scholarship  
F.C. & Annie P. Dailey Memorial Nursing Scholarship  
Burnis T. & Clytice Robertson Gardner Scholarship  
Bobby Garrett Memorial Scholarship  
Eli P. Garrett Scholarship  
Gibson Family Scholarship  
Dr. L.C. Henson Scholarship  
Kay Hodges Scholarship  
Dr. Anita Adams Larson Helping Hand Award  
Patricia Liles Memorial Scholarship  
Mr. & Mrs. M.C. McDaniel Scholarship  
Millennial Teaching Fellowship  
Milton Lee Olive III Scholarship  
Providence Cooperative Farm Scholarship  
James M. Robertson, Jr. Memorial Scholarship  
Gayden Schrock Memorial Scholarship  
Ronald "Ronnie" K. Thomas Memorial Scholarship  
TIC (The Industrial Company) Welding Scholarship  
1950 HJC Championship Football Team Athletic Scholarship  
Thomas Vernon Donald, Jr. Scholarship  
Lottie Ruth Vint, R.N. & William A. Vint, M.D. Scholarship

**Alumni and Friends Career-Technical Scholarship:** This scholarship was established by an anonymous donor to assist full-time career-technical students attending the Goodman campus of Holmes Community College. In order to be considered, applicants must be recommended by the Career-Technical Director of the Goodman campus, possess and maintain a 2.5 GPA, and have demonstrated financial need. Applicants pursuing an Associate of Applied Science Degree will be given preference. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

**Bain & Corey Scholarship:** This scholarship was established by the families of Clayton Bain and Lyle Corey of Grenada. The purpose of the scholarship is to encourage the development of a student of any age to be better prepared to contribute not only to his/her growth, but, also, to the growth of the community. It is a tuition scholarship for a Grenada County resident attending the Grenada Campus as a full-time student. Students receiving other scholarships or financial assistance, excluding M-TAG and student loans, will not be eligible. The scholarship committee will select recipients based on commitment to learning, financial need, character and community spirit. The recipient must maintain a 2.5 grade point average to retain the scholarship.

**Belk Family Scholarship:** This is given by Mrs. Dewitte Belk and the late Mr. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk was a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The recipient will be selected on the basis of financial need, academic potential, and leadership ability.

**BellSouth Endowed Scholarship:** This scholarship was established by BellSouth Telecommunications, Inc. to assist deserving young men and women pursuing a degree in education or business at Holmes Community College. The Scholarship Committee will select the recipient(s) based on a review of applicants' need and achievement.

**Bondurant Family Scholarship:** This scholarship was established by Sid and Aida Bondurant. The purpose of this scholarship is to assist a full-time student that demonstrates a financial need. Applicants must be from Grenada, Yalobusha, or Calhoun Counties.

**Ben Branch Memorial Scholarship:** This scholarship was started by the Dr. Franklin Branch family in memory of their son, Ben Branch, who was killed in a tragic car accident in 2002. Specific details of which department will receive the scholarship and the GPA a student must have are available from the Holmes Community College Foundation Office.

**Frank B. Branch Memorial Scholarship:** This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

**Dr. Paul B. Brumby Memorial Scholarship:** This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

**Bill Bunch Memorial Scholarship:** The family of Bill Bunch established this scholarship in his memory because of his love and dedication to the community college system. The intent of this scholarship is to aid a full-time student with a financial need in any field of study.

**Doris S. and John W. Campbell, Sr. Memorial Scholarship:** This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Campus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

**F.C. & Annie P. Dailey Memorial Nursing Scholarship:** This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada County. The award will be made to a nursing student attending the Grenada Campus and who is a resident of Grenada County. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

**Burnis T. and Clytice Robertson Gardner Scholarship:** This endowment is established by Burnis T. and Clytice Robertson Gardner for the purpose of providing scholarships for needy students at Holmes Community College. The number and amount of the scholarship to be awarded shall be determined by the judgment of the HCC Foundation Scholarship Committee and shall be used to pay for tuition, books and supplies. This scholarship shall be awarded to a needy student with a minimum 2.5 GPA.



**Bobby Garrett Memorial Scholarship:** The family of Bobby Garrett established this scholarship in his memory for the use of tuition, books, or supplies. Bobby was a life-long resident of Attala County and alumnus of the College. The recipient will be enrolled within the Holmes district and must maintain a 3.0 grade-point-average. The legacy of this family's support of the College lives on through their establishment of this scholarship.

**Eli P. Garrett Scholarship:** The Eli P. Garrett Scholarship is a vocal music scholarship started by the estate of the late Santa Adams. This scholarship is awarded to a vocal music major or minor. The recipient will be chosen by audition. Selection will be based on musicianship and performance skill. A minimum cumulative GPA of 3.0 is required to continue the scholarship. This scholarship may be held concurrently with other scholarships.

**Gibson Family Scholarship:** The Hugh Gibson family members are long-time residents of Webster County and avid supporters of Holmes Community College. The legacy of the Gibson family's dedication to the college lives on through their generosity as evident by the establishment of this scholarship. This scholarship requires the recipient to be a resident of Webster or Choctaw County and a high school graduate with a 3.0 grade-point-average.

**Dr. L. C. Henson Scholarship:** This scholarship was established by the family and friends of retired physician, Dr. L. C. Henson, to commemorate his lifetime contributions to the citizens of Montgomery County and his commitment to promote the development and education of individuals in his community. The award will be made each year to a two-year resident of Montgomery County enrolled as a full-time student at any Holmes Community College campus location. Applicants must have and maintain a 2.5 GPA and have demonstrated financial need in order to be considered. The Scholarship Committee will select the annual recipient based on the stated criteria.

**Kay Hodges Scholarship:** This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

**Dr. Anita Adams Larson Helping Hand Award:** The Helping Hand Award is established in memory of Dr. Anita Adams Larson by her daughter, Ellyna Larson. Dr. Larson was born in Ethel, Mississippi and graduated from Ethel High School as the valedictorian of her senior class. She is an alumni of Holmes Community College and was selected as the Outstanding Alumna in 1997. Dr. Larson dedicated her life to helping others achieve their dreams. She continued to give back to her home community and exemplified the true meaning of southern hospitality and generosity. This scholarship will continue her legacy of lending a helping hand to students in fulfilling their dreams. The recipient should be a resident of Attala County and first preference will be given to graduates of Ethel High School.

**Patricia Liles Memorial Scholarship:** This scholarship was established by The Friends of Patricia Liles. It will be awarded to a student enrolled in Grenada area schools and scheduled to enroll in the Licensed Practical Nursing program at Holmes Community College in Grenada. The recipient of this scholarship will receive \$500.00 for the school year in which it is awarded.

**Mr. and Mrs. M.C. McDaniel Scholarship:** The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of \$400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

**Millennial Teaching Fellowship:** This scholarship was started by Dr. Jim Hatten and his friends and is awarded to students of Holmes Community College. The students must have a 2.0 GPA, must be majoring in education, and studying to be teachers of science or mathematics in Mississippi.

**Milton Lee Olive II Scholarship:** This scholarship was established by Head Football Coach, Jeff Koonz, in memory of Milton Lee Olive III. PFC Olive, from Holmes County, was the first African American to receive a Medal of Honor in the Vietnam War. PFC Olive saved his platoon and commander by falling on a grenade and absorbing the full blast. The scholarship recipient will be a current football player who exemplifies courage and selflessness.

**Providence Cooperative Farm Scholarship:** This scholarship was established by the Delta Foundation and is to be awarded annually to student/s that are residents of Mississippi with preference given to those from Holmes County.

**James M. Robertson Memorial Scholarship:** This scholarship was established by Mr. Robertson's trust for students enrolled in the Physical Therapy Assistant Program at the Grenada Campus. He was a veteran banking executive from Grenada for over 45 years and a dedicated supporter of the college. Recipients must have a financial need and must maintain at least a 3.0 grade-point-average.

**Gayden Schrock Memorial Scholarship:** Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala County and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principals. The recipient must maintain a 3.0 grade point average.

**TIC (The Industrial Company) Welding Scholarship:** This scholarship was established by The Industrial Company to help a freshman who will be entering the welding program at Holmes Community College.

**Ronald "Ronnie" K. Thomas Memorial Scholarship:** This scholarship was established by George and Carolyn Thomas in memory of their son and shall be awarded to a student enrolled in a Career Technical program on the Goodman Campus.

**1950 HJC Championship Football Team Athletic Scholarship:** This scholarship was established by members of the 1950 state football championship team. The scholarship will be awarded to a freshman or sophomore athletic student based on scholastic ability, leadership, character and financial need. The recipient must be a full-time student and maintain a 2.0 grade point average. The selection of the scholarship recipients shall be coordinated through the HCC Foundation Executive Committee and the HCC Scholarship Committee.

**Thomas Vernon Donald, Jr. Scholarship:** This scholarship was established by Jo Betty Rozier in memory of her brother who was killed at Normandy in 1944 while serving as a Lieutenant in the Army. While a student at HCC he was president of the student body, a member of the band, on the debate team, wrote for the Grawl, and business manager for the Cornerstone (yearbook). The recipient will be selected based on the basis of academic potential and leadership ability.

**Lottie Ruth Vint, R.N. & William A. Vint, M.D. Scholarship:** This scholarship is intended for residents of Grenada County who are enrolled in the Associate Degree Nursing Program at the Grenada Campus. Recipients must be nontraditional students, have a financial need, and preference is given to students demonstrating an intention to practice nursing within the State of Mississippi for at least two years immediately following graduation.

### **Patronage Scholarships**

AMR EMT Ladder to Success Scholarship  
Francine Chandler Childhood Education Scholarship  
Ryan James and Gail Muse Beggs Scholarship  
John C. Downey Scholarship  
Grenada Rotary Club Scholarship  
Hunter Engineering Welding Scholarship  
Carl Johnson Memorial Scholarship  
Sarah Kimbrough-Hart Scholarship  
Lexington Foundation Scholarship  
Lexington Homes Scholarship  
Mississippi Association of Supervisors Scholarship  
Renasant Bank Completion Scholarship  
The Trustees Scholarship Fund

**AMR EMT Ladder to Success Scholarship:** This scholarship was established by AMR for five Madison County residents enrolled in the EMT Basic Training Program on the Ridgeland Campus of Holmes Community College. The recipients will receive \$500 per year.

**Francine Chandler Childhood Education Scholarship (FCCES):** This scholarship was established by Danny Chandler, a native of Columbus, Mississippi, in memory of his sister, Francine Chandler. The scholarship will be awarded to a student majoring in Child Development who is an in-state resident with at least a 2.0 grade-point-average.

**Ryan James and Gail Muse Beggs Scholarship:** This scholarship was established by Ryan James and Gail Muse Beggs. The recipient must be enrolled on the Goodman Campus, have a cumulative grade-point-average of 2.5 or higher (college or high school) and not qualify for full Pell Grant.

**John C. Downey Scholarship:** The Parker-Hannifin Corporation of Madison, MS has established a scholarship in honor of Mr. John C. Downey who was a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison County, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business. The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 GPA.

**Grenada Rotary Club Scholarship:** This scholarship will be awarded to a full-time entering freshman who is a graduate of Grenada High School or Kirk Academy and a resident within the nine county district. Applicants must have a 16 or above composite score on the ACT and must not be a full Pell Grant recipient. The recipient must maintain a 3.0 GPA to retain the scholarship.

**Hunter Engineering Welding Scholarship:** Hunter Engineering established this \$250.00 scholarship for full-time students enrolled in the welding program. The award will be for one year.

**Carl Johnson Memorial Scholarship:** This scholarship was established by the family of Mr. Carl Johnson. Mr. Johnson was a Forest technology instructor at the Grenada Campus for 12 years. The scholarship will be awarded based on financial need and academic performance to a sophomore enrolled in the Forest Technology Program at the Grenada Campus.

**Sarah Kimbrough-Hart Scholarship:** This scholarship was established by the family of Mrs. Sarah Kimbrough-Hart. Mrs. Kimbrough-Hart was a humanitarian and philanthropist of Holmes County who was committed to enhancing the quality of life for all. The scholarship will be awarded based on financial need and academic performance to a single mother enrolled in the Practical Nursing Program's second semester.

**Lexington Foundation Scholarship:** This scholarship is given by the Lexington Foundation of Lexington, Ms. Five (5) scholarships each year to Holmes Community College will be awarded to students from Central Holmes Academy, J.J. McClain and S. V. Marshall High Schools. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and need. The Holmes Community College Scholarship Committee will choose the recipients from applicants with letters of recommendations from high school counselors or principals. The recipient must maintain a 2.0 grade point average. The scholarship will be renewable after the student's freshman year if all requirements are met.

**Lexington Homes Scholarship:** This scholarship was established by Lexington Homes of Lexington, MS., and is the amount of tuition. It will be awarded to one freshman and one sophomore. Preference will be given to students that are residents of Holmes County, attend the Goodman Campus, and to employees or family members of employees of Lexington Homes. The student must maintain a 2.0 GPA.

**Mississippi Association of Supervisors Scholarship:** The guidelines for this scholarship are determined annually by the Mississippi Association of Supervisors.

**Renasant Bank Completion Scholarship:** Renasant Bank established this scholarship to benefit students 21 years old or older and residents of Attala, Montgomery, Grenada, Holmes, and Madison Counties. Recipients must be in their last year of coursework for completing their degree or certificate and must have and maintain a GPA of 2.50 or higher.

**The Trustees Scholarship Fund:** This fund was established by Robert J. Bailey, a Holmes Community College Board of Trustees member from Yazoo County. The purpose of this scholarship is to provide support for full-time students demonstrating high academic achievement.

**NOTE:** The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals. Unless otherwise indicated, the deadline for submitting applications is May 1. Application forms are available from the Foundation or Office of Admissions.

## **CLUBS AND ORGANIZATIONS**

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are encouraged to participate in their area of interest.

### **Ambassadors (Goodman, Grenada, Ridgeland).**

The Holmes Ambassadors is a recruitment team which serves as HCC representatives to help recruit future students and promote other services and activities of the college. Membership is by a selection committee.

### **Associate Degree Student Nurses Association (Grenada, Ridgeland).**

This is a student nurse organization open to students enrolled in the HCC Associate Degree Nursing Program. Purposes of the organization are to encourage professionalism in nursing students by attending a state convention, community service, and serves as an avenue for interaction with other nursing students and campus organizations. Nursing students are encouraged to join and participate in this organization and become involved at the local, state and national level of SNA and MOSA.

### **Association of Legal Students (Ridgeland).**

The Holmes Association of Legal Students is a club designed to develop an interest in and encourage students to pursue careers in the legal field.

### **Band (Goodman).**

Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

### **Baptist Student Union - BSU (Goodman).**

The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

### **Cheerleaders (Goodman).**

The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

**Chi Alpha Epsilon (Goodman).**

A national honor society for Student Support Services participants. Students must maintain at least a 3.00 GPA for two consecutive semesters in order to be inducted into the society.

**Coachmen Singers (Goodman).**

"The Coachmen" is a select, advanced traveling and recruiting choral ensemble that performs at schools and churches throughout the Holmes district. Music learned fits two settings—one setting geared toward popular music genres, with a special emphasis on the collegiate a cappella popular music styles and vocal jazz; the other geared toward contemporary and traditional gospel and sacred music. Participation in Concert Chorale is required. Stage Crew and Manager positions are offered. Scholarships are available.

**Concert Chorale (Goodman).**

Chorale is open by audition to any student who loves to sing or wants to learn more about singing. Chorale performs several concerts on campus, including a traditional Carols of Christmas concert and an energetic Spring Pops Concert. Music in Chorale spans several major styles and genres from standard a cappella and piano-accompanied choral pieces to spirituals, gospel, and current popular music. No prior knowledge of music is required, but is a plus. Stage Crew and Manager positions are offered. Scholarships are available.

**Creative Arts Club (Ridgeland).**

The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

**Criminal Justice Society (Ridgeland).**

The purpose of the Criminal Justice Society is to further the educational and professional achievements of the students enrolled in the Criminal Justice Program. The Criminal Justice Society will further the educational and professional achievements of the students by creating an atmosphere of professional dimensions, partnering with the school, department head, and faculty in providing general education and knowledge of the criminal justice system and the procedures; and by exposing students to the daily operations of a professional organization.



### **Dazzlers (Goodman).**

The Holmes Community College Dazzler Dance Team is a performance squad that promotes school involvement, support, and showmanship. The squad members act as ambassadors of goodwill and entertainment at various school and community functions. Scholarships are available.

### **Delta Psi Omega (Goodman).**

Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

### **Engineering Technology Club (Goodman).**

The purpose of the club is to promote good Engineering Technology public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Engineering Technology majors on the Goodman Campus.

### **Future Educators of America (Goodman).**

The FEA is for students who plan to teach. Information regarding requirements for certification, scholarship opportunities, and employment is shared with members. Any student who is pursuing a degree in any teaching profession can join the club.

### **Focus Factor (Ridgeland).**

The purpose of Focus Factor is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. Open to all students and employees.

### **Holmes Connection! (Goodman)**

This group is a select vocal/dance ensemble that operates with a full lighting and sound crew. This ensemble is highly visible throughout our state and nation performing as many as 35 concerts a year. Auditions are required and being selected to this group offers outstanding scholarships.

### **Holmes Gaming Experience (Goodman).**

The mission of Holmes Gaming Experience (HGE) is to provide a structured outlet for students to meet and spend their free time challenging one another over several non-physical modes of game play. The HGE will strive to provide a healthy, competitive, and respectful atmosphere for students.

### **Holmes Plus (Goodman).**

This organization is for students who are recipients of the Holmes Plus scholarship which is characterized by a rigorous science and mathematics curriculum. Its purpose is to enhance both the academic and leadership qualities of each scholar by inspiring them to use their talents, opportunities, and abilities not only in current college events but also in future college community efforts.

### **Holme-Towne Players (Goodman).**

This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

### **M.O.S.A.I.C. (Goodman).**

(Multicultural Organization for Students who Achieve, Inspire others and Challenge themselves) Club was formed in 2008. Its mission is to develop leadership skills, and to help students grow academically, socially and culturally. Members will have ample opportunity to develop their community service portfolios for senior college. You must be accepted into Student Support Services, a federal TRiO program, to be a member of M.O.S.A.I.C.

### **Natural Science Club (Ridgeland).**

The mission of the Natural Science Club is to provide community involvement, knowledge, and a social gathering for those individuals interested in the areas of science through activities, events, and field trips.

### **Phi Beta Lambda (Ridgeland).**

Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, and Business and Office and Related Technology Programs.

### **Phi Theta Kappa (Goodman, Grenada, Ridgeland).**

Phi Theta Kappa is the international scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote scholarship, service, leadership, and fellowship among community college students. Membership is extended by invitation to full-time academic/technical students who have attended Holmes CC as full-time students for at least one semester and have a cumulative G.P.A. of 3.5 or higher.

### **Reformed University Fellowship-RUF (Goodman).**

RUF is a ministry dedicated to the cultivation of a Christ-centered community on the campus of Holmes Community College. We want to help fellow Christians know more of God's grace by being rooted in His Word. Weekly Bible study and Ultimate Frisbee are our outreach.

### **Sigma Phi Sigma (Ridgeland).**

Sigma Phi Sigma is a national morticians' fraternity which promotes fellowship, and individual and collective efforts toward a better understanding of the Funeral Service profession.

### **SkillsUSA-VICA (Goodman, Grenada).**

Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

### **Social Science Forum (Ridgeland).**

The Social Science Forum is open to all students at the Ridgeland Campus regardless of major. Its purpose is to provide students the opportunity to become involved in community and service work and to become more politically aware. Students participate in voter registration drives, food drives, clothing drives, and other community service projects.

### **Student Government Association (Goodman, Grenada, Ridgeland).**

Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

### **Student Occupational Therapy Association (Ridgeland).**

The mission of SOTA is to promote the development of the Occupational Therapy Assistant student and to advance the awareness of occupational therapy.

### **Student Practical Nursing Organization-SPNO (Goodman, Grenada, Ridgeland).**

The purpose of the club is to promote practical nursing as a dynamic, viable career and to encourage leadership, scholarship, and community service among its members. Membership is open to all practical nursing students of Holmes Community College.

### **Surgical Technology Club (Grenada).**

The purpose of the Surgical Technology Club is to promote student involvement in surgical technology and to enhance its members' knowledge in this field, as well as encourage their participation, nationally and statewide, in the Association of Surgical Technologists. The club is active in promoting continuing education of previous students and professionals. Membership is open to students currently enrolled in the Surgical Technology Program at HCC.

**Voices of Praise Gospel Choir (Goodman).**

The purpose of the Voices of Praise Gospel Choir is to provide an outlet for organized praise and worship for students living on campus in Goodman. It is our goal to increase student awareness of the Word of God through weekly Bible studies, and bi-monthly performances of song and dance in the Chapel on the Hill. Additionally, we will minister in Word and song at many community and church events.

**Wesley Fellowship (Grenada).**

The Wesley Foundation is a campus ministry of The United Methodist Church and is open to all students regardless of their religious backgrounds.

## PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place guidelines specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

**The GROWL**, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The Growl*. These costs are included in registration fee.

**Horizons** is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school year- book as well as inexperienced students can participate in an enjoyable activity by joining the *Horizons* staff.

**Reflections**, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.

# **PROGRAMS**

## **ACADEMIC EDUCATION**

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE OR SHE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE OR SHE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS OR HER COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outline on the following pages. By proper selection of his/her courses, he may meet the lower division requirements of many other academic majors.

### **ACADEMIC EDUCATION PROGRAMS/MAJORS**

ACCOUNTING

AGRICULTURE

ART

ATHLETIC TRAINING

AVIATION MANAGEMENT

BIOLOGICAL SCIENCE

BUSINESS ADMINISTRATION

CHEMISTRY

CHILD DEVELOPMENT/CHILD CARE & FAMILY EDUCATION

COMMUNICATIONS

COMPUTER SCIENCE

CRIMINAL JUSTICE

ECONOMICS

ELEMENTARY EDUCATION

ENGINEERING:

CHEMICAL/BIOLOGICAL/PETROLEUM ENGINEERING

CIVIL/MECHANICAL/AEROSPACE ENGINEERING

ELECTRICAL/COMPUTER/SOFTWARE ENGINEERING

ENGLISH

ENTERTAINMENT INDUSTRY STUDIES

EXERCISE SCIENCE

FINANCE

FORENSIC SCIENCE

FORESTRY AND WILDLIFE

GENERAL COLLEGE STUDIES

GENERAL COLLEGE STUDIES - PRE-ALLIED HEALTH

HEALTH INFORMATICS & INFORMATION MANAGEMENT

HEALTH-RELATED PROFESSIONS:

PRE-CYTOTECHNOLOGY

PRE-DENTAL HYGIENE

PRE-MEDICAL LABORATORY SCIENCES

PRE-OCCUPATIONAL THERAPY

PRE-PHYSICAL THERAPY

PRE-RADIOLOGIC SCIENCES

HEALTH SCIENCES

HISTORY

LIBERAL ARTS

MANAGEMENT

MARKETING

MATHEMATICS

MUSIC

PRE-DENTAL

PRE-LAW

PRE-MEDICAL

PRE-B.S. NURSING

PRE-PHARMACY

PRE-VETERINARY

PRE-VETERINARY MEDICAL TECHNOLOGY

PSYCHOLOGY

RECREATION MANAGEMENT

SECONDARY EDUCATION:

BIOLOGY/SCIENCE

CHEMISTRY/PHYSICAL SCIENCE

ENGLISH

MATHEMATICS

MUSIC-INSTRUMENT

MUSIC-PIANO

MUSIC-VOICE

PHYSICAL EDUCATION/KINESIOLOGY (Teaching/Coaching)

PHYSICS

SOCIAL STUDIES

TECHNOLOGY TEACHER

SOCIAL WORK/SOCIOLOGY

SPANISH

SPEECH

SPORT MANAGEMENT

THEATRE

**\*ADN NURSING**

Not all programs are available at all campuses. A student interested in attending any location should contact a counselor prior to the beginning of the term for a schedule of the classes. See inside front cover for phone numbers and addresses.

\*AAS is awarded for this program, but it is not a Technical curriculum.



# Accounting

## First Year

### First Semester

English Composition I	ENG 1113
College Algebra	MAT 1313
**Fine Arts Elective	3
*Business Elective	3
History Elective (Continuous)	3

Total 15 hr.

### Second Semester

English Composition II	ENG 1123
General Psychology I	PSY 1513
Public Speaking I	SPT 1113
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

## Second Year

### First Semester

Macroeconomics	ECO 2113
Legal Environ/Business	BAD 2413
Princ of Accounting I	ACC 2213
Business Calculus I	MAT 1513
Natural Science w/Lab	4

Total 16 hrs.

### Second Semester

Microeconomics	ECO 2123
Business Statistics	BAD 2323
Princ of Accounting II	ACC 2223
Literature Elective	3
Natural Science w/Lab	4

Total 16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business

BAD 1121 - Business Seminar I

BAD 1313 - Business Mathematics

BAD 2213 - Marketing

BAD 2513 - Introduction to Management

BAD 2533 - Computer Applications in Business & Industry

BAD 2813 - Administrative Communications

BAD 2853 - Business Ethics

\*\*ART 1113, MUS 1113, or SPT 2233

# Agriculture

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
General Biology I	BIO 1134	General Biology II	BIO 1144
College Algebra	MAT 1313	Trigonometry	MAT 1323
		Public Speaking I	SPT 1113
Total	14 hrs.	Total	17 hrs.

Because of the large number of majors available in agriculture, it is difficult to suggest the exact courses for the sophomore year. However, if you desire to receive an Associate of Arts degree in Agriculture the courses listed under "Second Year" are recommended.

## Second Year

First Semester		Second Semester	
Zoology I	BIO 2414	Zoology II	BIO 2424
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Macroeconomics	ECO 2113	Social/Behavioral Science	3
<b>OR</b> Microeconomics	ECO 2123	Fine Arts Elective	3
Humanities Elective	3	Humanities Elective	3
General Physics I	PHY 2414		
Total	17 hrs.	Total	16 hrs.

Consult your chosen transfer college to determine changes to this curriculum.

## **Art (Goodman Campus)**

### **First Year**

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Drawing I	ART 1313	Drawing II	ART 1323
Art History I	ART 2713	Art History II	ART 2723
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

### **Second Year**

First Semester		Second Semester	
Painting I	ART 2513	Painting II	ART 2523
Design I	ART 1433	Design II	ART 1443
3-D Design	ART 1453	Literature Elective	3
*History Elective	3	*History Elective	3
*Social/Behavioral Science	3	*Social/Behavioral Science	3
Total	15 hrs.	Total	15 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

# Athletic Training

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Pers & Comm Health	HPR 1213
General Psychology I	PSY 1513	Public Speaking I	SPT 1113
**Fine Arts Elective	3	Nutrition	BIO 1613
*History Elective	3	*History Elective	3
Total	15 hrs.	Total	15 hrs.

## Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Intro to Athletic Training	HPR 2733	Prev&Care Ath Injuries	HPR 2723
Intro to Sociology	SOC 2113	Statistics	MAT 2323
First Aid & CPR	HPR 2213	OR Business Statistics	BAD 2323
*Elective	3	*Elective	3
		*Literature Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

\*\*ART 1113, MUS 1113, or SPT 1113

# Aviation Management

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Business Calculus I	MAT 1513
		<b>OR</b> Calculus I	MAT 1613
History Elective (Continuous)	3	History Elective (Continuous)	3
General Psychology I	PSY 1513	Public Speaking I	SPT 1113
Fine Arts Elective	3	Computer Applications	ICSC 1123
Total	15 hrs.	Total	15 hrs.

## Second Year

First Semester		Second Semester	
Macroeconomics	ECO 2113	Microeconomics	ECO 2123
Princ of Accounting I	ACC 2213	Business Statistics	BAD 2323
General Physics I	PHY 2414	General Physics II	PHY 2424
Literature Elective	3	Literature Elective	3
Elective	3	Elective	3
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

Flight Operations majors have specialized aviation courses that are only taught at Delta State University. Therefore students are advised to transfer to Delta State after the Freshmen year. However, if you desire to receive an Associate of Arts degree in Aviation Management, the courses listed under "Second Year" are recommended.

## Biological Science

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
*Social/Behavioral Science	3	*Social/Behavioral Science	3
History Elective (Continuous)	3	History Elective (Continuous)	3
<b>Total</b>	<b>16 hrs.</b>	<b>Total</b>	<b>16 hrs.</b>

### Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Biology I	BIO 1134	General Biology II	BIO 1144
Public Speaking I	SPT 1113	**Fine Arts Elective	3
Literature Elective	3	Literature Elective	3
		Elective	3
<b>Total</b>	<b>14 hrs.</b>	<b>Total</b>	<b>17 hrs.</b>

Consult with your chosen transfer college to determine changes to this curriculum.

\*Choose from the following Social/Behavioral Science Electives:

ECO 2113 - Macroeconomics  
 ECO 2123 - Microeconomics  
 PSC 1113 - American National Government  
 PSC 2113 - Comparative Government  
 PSY 1513 - General Psychology I  
 SOC 2113 - Introduction to Sociology  
 SOC 2213 - Introduction to Anthropology

\*\*ART 1113, MUS 1113, or SPT 2233

## Business Administration

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology I	PSY 1513
**Fine Arts Elective	3	Public Speaking I	SPT 1113
*Business Elective	3	*Business Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Macroeconomics	ECO 2113	Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	Business Statistics	BAD 2323
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Business Calculus I	MAT 1513	Literature Elective	3
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business

BAD 1121 - Business Seminar I

BAD 1313 - Business Mathematics

BAD 2213 - Marketing

BAD 2513 - Introduction to Management

BAD 2533 - Computer Applications in Business & industry

BAD 2813 - Administrative Communications

BAD 2853 - Business Ethics

\*\*ART 1113, MUS 1113, or SPT 2233

# Chemistry

## First Year

### First Semester

English Composition I	ENG 1113
General Chemistry I	CHE 1213
Gen Chemistry Lab I	CHE 1211
Calculus I	MAT 1613
Trigonometry	MAT 1323
*Social/Behavioral Science	3

Total 16 hrs.

### Second Semester

English Composition II	ENG 1123
General Chemistry II	CHE 1223
Gen Chemistry Lab II	CHE 1221
Calculus II	MAT 1623
Public Speaking I	SPT 1113
General Psychology I	PSY 1513

Total 16 hrs.

## Second Year

### First Semester

Organic Chemistry I	CHE 2424
General Physics I-A	PHY 2514
*Fine Arts Elective	3
*Elective	3
*History Elective	3

Total 17 hrs.

### Second Semester

Organic Chemistry II	CHE 2434
General Physics II-A	PHY 2524
*Literature Elective	3
*Elective	3

Total 14 hrs.

\*Consult with your chosen transfer university to determine changes in this curriculum.



## Child Development/Child Care & Family Education

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
General Psychology I	PSY 1513	Intro to Sociology	SOC 2113
*General Biology I	BIO 1134	*Physical Science w/Lab	4
*History Elective	3	*History Elective	3
Total	16 hrs.	Total	16 hrs.

### Second Year

First Semester		Second Semester	
*Marriage & Family	SOC 2143	*Comp Applications I	CSC 1123
**Fine Arts Elective	3	*First Aid & CPR	HPR 2213
*Literature Elective	3	*Literature Elective	3
*Elective	3	*Elective	3
*Elective	3	*Elective	3
Total	15 hrs.	Total	15 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum and appropriate elective courses.

\*\*ART 1113, MUS 1113, or SPT 2233

## Communications

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
*Fine Arts Elective	3	General Psychology I	PSY 1513
History Elective (Continuous)	3	History Elective (Continuous)	3
Foreign Language (Continuous)	3	Foreign Language (Continuous)	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Intro to Sociology	SOC 2113	Intro to Philosophy I	PHI 2113
World Geography	GEO 1113	*Elective	3
Natural Science w/Lab	4	Natural Science w/Lab	4
Literature Elective	3	Literature Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

# Computer Science

## First Year

### First Semester

English Composition I	ENG 1113
General Chemistry I	CHE 1213
Gen Chemistry I Lab	CHE 1211
*Calculus I	MAT 1613
**Humanities Elective	3
Public Speaking I	SPT 1113

Total 16 hrs.

### Second Semester

English Composition II	ENG 1123
General Biology I	BIO 1134
Computer Program I	CSC 1613
Calculus II	MAT 1623
**Humanities Elective	3

Total 16 hrs.

## Second Year

### First Semester

Calculus III	MAT 2613
General Physics I-A	PHY 2514
Linear Algebra	MAT 2113
Computer Program II	CSC 2623
**Social/Behavioral Science	3

Total 16 hrs.

### Second Semester

Calculus IV	MAT 2623
General Physics II-A	PHY 2524
Differential Equations	MAT 2913
***Fine Arts Elective	3
**Social/Behavioral Science	3

Total 16 hrs.

**\*Students are strongly advised to take MAT 1323 - Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 - Calculus II.**

\*\*The student must consult the catalog of his/her chosen university concerning the number of hours in each area and the sequence to follow.

\*\*Social/Behavioral Science Electives:

ECO 2113, ECO 2123, GEO 1113, PSC 1113, PSY 1513, SOC 2113

\*\*Humanities Electives:

ENG 2223, ENG 2233, ENG 2323, ENG 2333, HIS 1113, HIS 1123, HIS 1163, HIS 1173, HIS 2213, HIS 2223

\*\*\*ART 1113, MUS 1113, or SPT 2233

Consult with your chosen transfer college to determine changes to this curriculum.

# Criminal Justice

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Intro to Criminal Justice	CRJ 1313	Police Admin & Org	CRJ 1323
College Algebra	MAT 1313	General Psychology I	PSY 1513
Natural Science w/Lab	4	Natural Science w/Lab	4
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	16 hrs.	Total	16 hrs.

## Second Year

First Semester		Second Semester	
American Nation Gov't	PSC 1113	Juvenile Justice	CRJ 2513
Intro to Corrections	CRJ 1363	Public Speaking I	SPT 1113
Fine Arts Elective	3	**CRJ Elective	3
*Social/Behavioral Science	3	*Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
Total	15 hrs.	Total	15 hrs.

\*Social/Behavioral Science Electives:

ECO 2113 - Macroeconomics

ECO 2123 - Microeconomics

GEO 1113 - World Geography

SOC 2113 - Introduction to Sociology

\*\*Consult with your preferred transfer college or university to determine suitable choice of CRJ Elective.

## Economics

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology I	PSY 1513
***Fine Arts Elective	3	Public Speaking I	SPT 1113
**Business Elective	3	**Business Elective	3
*History Elective (Continuous)	3	*History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Macroeconomics	ECO 2113	Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	Business Statistics	BAD 2323
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
*Business Cal I	MAT 1513	Literature Elective	3
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

\*\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business  
 BAD 1121 - Business Seminar I  
 BAD 1313 - Business Mathematics  
 BAD 2213 - Marketing  
 BAD 2513 - Introduction to Management  
 BAD 2533 - Computer Applications in Business & Industry  
 BAD 2813 - Administrative Communications  
 BAD 2853 - Business Ethics

\*\*\*ART 1113, MUS 1113, or SPT 2233

## Elementary Education

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
World Geography	GEO 1113	*American Nation Gov't	PSC 1113
Physical Science w/Lab	4	<b>OR</b> Intro to Sociology	SOC 2113
History Elective (Continuous)	3	History Elective (Continuous)	3
		Real Number System	MAT 1723
Total	16 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Geo, Measure, & Prob	MAT 1733	****Found/Education	EDU 1613
Biological Science w/Lab	4	***Fine Arts Elective	3
*Literature Elective (Continuous)	3	*Literature Elective (Continuous)	3
**Elective	3	**Elective	3
**Elective	3	**Elective	3
Total	16 hrs.	Total	15 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

\*\*Endorsement Areas: For Mississippi K-6 Licensure in Elementary Education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a "C". In addition, some IHL universities also offer Elementary Education programs, K-6 with 2 add-on endorsements. In these pro- grams, candidates earn an additional three (3) hours, or twenty-one (21) hours in each of the two endorsement areas, with no grade lower than a "C". These programs prepare the students for Mississippi K-6 licensure, with add-on licenses for grades 7-12 in the two endorsement areas. English, General Science, Math, and Social Studies are endorsement areas accepted by all eight (8) IHL universities. Consult with your chosen transfer college to determine acceptable transfer courses for your endorsement areas.

\*\*\*ART 1113, MUS 1113, or SPT 2233

\*\*\*\*Foundations of Education requires 30 hours of observation hours in a school setting set up by the instructor of the course. Some districts will require you to have a background check at an additional cost.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

# Engineering Chemical/Biological/Petroleum Engineering

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
*Calculus I	MAT 1613	*Calculus II	MAT 1623
Music Appreciation	MUS 1113	Public Speaking I	SPT 1113
<b>OR</b> Art Appreciation	ART 1113	Social/Behavioral Science	3
**Humanities Elective	3		
Total	16 hrs.	Total	16 hrs.

## Second Year

First Semester		Second Semester	
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
Calculus III	MAT 2613	Calculus IV	MAT 2623
Engineer Mechanics I	EGR 2413	Differential Equations	MAT 2913
Organic Chemistry	CHE2424	Social/Behavioral Science	3
***Elective	3/4	***Elective	3/4
**Humanities Elective	3		
Total	20/21 hrs.	Total	16/17 hrs.

**\*Students are strongly advised to take MAT 1323 - Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 - Calculus II.**

**\*\*ENG (Literature), HIS, MFL, PHI 2113, PHI 2143, PHI 2713**

**\*\*\*Suggested Elective Courses:**

MAT 2113 - Linear Algebra

EGR 2433 - Engineering Mechanics II

BIO 1134 - General Biology I

CHE 2434 - Organic Chemistry II

Consult with your chosen transfer college to determine changes in this curriculum.

# Engineering Civil/Mechanical/Aerospace Engineering

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
*Calculus I	MAT 1613	*Calculus II	MAT 1623
Music Appreciation	MUS 1113	Public Speaking I	SPT 1113
<b>OR</b> Art Appreciation	ART 1113	**Humanities Elective	3
**Humanities Elective	3		
Total	16 hrs.	Total	16 hrs.

## Second Year

First Semester		Second Semester	
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
Calculus III	MAT 2613	Calculus IV	MAT 2623
Engineer Mechanics I	EGR 2413	Engineer Mechanics II	EGR 2433
***Elective	3/4	Differential Equations	MAT 2913
Social/Behavioral Science	3	Social/Behavioral Science	3
Total	16 hrs.	Total	16 hrs.

**\*Students are strongly advised to take MAT 1323 - Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 - Calculus II.**

\*\*HIS 1113, HIS 11123, PHI 2113

\*\*\*Suggested Elective Courses:

MAT 2113 - Linear Algebra

GRA 1143 - Graphic Communications

Consult with your chosen transfer college to determine changes in this curriculum.



# Engineering

## Electrical/Computer/Software Engineering

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	Public Speaking I	SPT 1113
Gen Chemistry Lab I	CHE 1211	Computer Program II	CSC 2623
*Calculus I	MAT 1613	*Calculus II	MAT 1623
Music Appreciation	MUS 1113	**Humanities Elective	3
<b>OR</b> Art Appreciation	ART 1113		
Computer Program I	CSC 1613		
Total	16 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
Calculus III	MAT 2613	Calculus IV	MAT 2623
Engineer Mechanics I	EGR 2413	Differential Equations	MAT 2913
***Elective	3/4	**Humanities Elective	3
Social/Behavioral Science	3	Social/Behavioral Science	3
Total	16/17 hrs.	Total	16 hrs.

**\*Students are strongly advised to take MAT 1323 - Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 - Calculus II.**

**\*\*ENG (Literature), HIS, MFL, PHI 2113, PHI 2143, PHI 2713**

**\*\*\*Suggested Elective Courses:**

MAT 2113 - Linear Algebra

EGR 2433 - Engineering Mechanics II

BIO 1134 - General Biology I

CHE 1223 & CHE 1221 – Gen. Chemistry II & Gen. Chemistry II Lab

Consult with your chosen transfer college to determine changes in this curriculum.

## English

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Elementary Spanish I	MFL 1213	Elementary Spanish	MFL 1223
Fine Arts Elective	3	Literature Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Natural Science w/Lab	4	Natural Science w/Lab	4
Literature Elective	3	Literature Elective	3
Literature Elective	3	*Elective	3
Social/Behavioral Science	3	General Psychology I	PSY 1513
Intermediate Spanish I	MFL 2213	*Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum and foreign language requirements.

# Entertainment Industry Studies

## First Year

### First Semester

English Composition I	ENG 1113
College Algebra	MAT 1313
Music Appreciation	MUS 1113
Fundamentals of Music	MUS 1133
Class Piano I	MUA 1511
Social/Behavioral Science	3
Total	16 hrs.

### Second Semester

English Composition II	ENG 1123
General Psychology I	PSY 1513
Personal Fin. Manage.	BAD 2523
Basic Comp Skills/Music	MUS 1413
Class Piano II	MUA 1521
Natural Science w/Lab	4
Total	17 hrs.

## Second Year

### First Semester

Princ of Accounting I	ACC 2213
Legal Environ/Business	BAD 2413
American History I	HIS 2213
Audio Engineering I	MUS 2443
Natural Science w/Lab	4
Total	16 hrs.

### Second Semester

Public Speaking I	SPT 1113
Music Survey	MUS 1123
American History II	HIS 2223
Audio Engineering II	MUS 2453
Literature Elective	3
Total	15 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

Participation in an Ensemble each semester is strongly encouraged.

## Exercise Science/Kinesiology

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Pers & Comm Health	HPR 1213	General Chemistry I	CHE 1213
General Psychology I	PSY 1513	Gen Chemistry I Lab I	CHE 1211
General Biology I	BIO 1134	General Biology II	BIO 1144
Total	16 hrs.	Total	14 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Intro to Sociology	SOC 2113	Statistics	MAT 2323
First Aid & CPR	HPR 2213	**Fine Arts Elective	3
*History Elective	3	*History Elective	3
*Elective	3	*Literature Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum and foreign language requirements.

\*\*ART 1113, MUS 1113, or SPT 2233

## Finance

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology I	PSY 1513
**Fine Arts Elective	3	Public Speaking I	SPT 1113
*Business Elective	3	*Business Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Macroeconomics	ECO 2113	Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	Business Statistics	BAD 2323
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Business Cal I	MAT 1513	Literature Elective	3
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business

BAD 1121 - Business Seminar I

BAD 1313 - Business Mathematics

BAD 2213 - Marketing

BAD 2513 - Introduction to Management

BAD 2533 - Computer Applications in Business & Industry

BAD 2813 - Administrative Communications

BAD 2853 - Business Ethics

\*\*ART 1113, MUS 1113, or SPT 2233

## Forensic Science

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*General Biology I	BIO 1134	*General Biology II	BIO 1144
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Trigonometry	MAT 1323	Calculus I	MAT 1613
		*CRJ Elective	3
Total	14 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
General Physics I	PHY 2414	General Physics II	PHY 2424
<b>OR</b> Gen Physics I-A	PHY 2514	<b>OR</b> Gen Physics II-A	PHY 2524
Public Speaking I	SPT 1113	**Fine Arts Elective	3
Intro to Sociology	SOC 2113	American Nation Gov't	PSC 1113
History Elective (Continuous)	3	History Elective (Continuous)	3
Literature Elective	3	Literature Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes in this curriculum.

\*\*ART 1113, MUS 1113, or SPT 2233

## Forestry and Wildlife

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Zoology I	BIO 2414	Zoology II	BIO 2424
		Fine Arts Elective	3
Total	14 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
General Physics I	PHY 2414	Public Speaking I	SPT 1113
Accounting I	ACC 2213	Accounting II	ACC 2223
Macroeconomics	ECO 2113	Microeconomics	ECO 2123
Business Calculus I	MAT 1513	Statistics	MAT 2323
Humanities Elective	3	Humanities Elective	3
Total	16 hrs.	Total	15 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

Forestry and Wildlife majors need to complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year. However, if you desire to receive an Associate of Arts degree in Forestry and Wildlife, the courses listed under **Second Year** are recommended.

## General College Studies

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
History Elective	3	History Elective	3
Fine Arts Elective	3	PSY/EPY Elective	3
Elective	3	Elective	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Natural Science w/Lab	4	Natural Science w/Lab	4
Social/Behavioral Science	3	Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
Humanities Elective	3	Humanities Elective	3
Elective	3	Elective	3
Total	16 hrs.	Total	16 hrs.

This curriculum is designed for those students who have not decided upon a major at a transfer institution. Following this program will allow graduation with an Associate of Arts degree or a student may select another major at any time during his/her enrollment at Holmes.



## General College Studies Pre-Allied Health

This curriculum is designed for those students who do not have a minimum ACT Composite score of 16 but are interested in pursuing a nursing or allied health program. This curriculum stresses Natural Sciences with labs and will provide a good academic base. However, it does not lead directly to a four-year degree in Allied Health. The curriculum below leads to an Associate of Arts Degree.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Orientation	LLS 1313	General Psychology I	PSY 1513
Fine Arts Elective	3	Nutrition	BIO 1613
History Elective	3	History Elective	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
General Biology I	BIO 1134	Anatomy & Physiology I	BIO 2514
Human Growth & Dev	EPY 2533	Social/Behavioral Science	3
Improve/Study	LLS 1413	First Aid & CPR	HPR 2213
Computer Applications I	CSC 1123	*Elective	3
Literature Elective	3	Humanities Elective	3
Total	16 hrs.	Total	16 hrs.

#### **Applications to nursing programs require:**

1. BSN: ACT Composite score of 21 or higher
2. ADN: ACT Composite score of 18 or higher, ACT Math score of 17 or College Algebra with a grade of C or higher, and an ACT Reading score of 18.
3. LPN: ACT Composite score of 16 or higher

Following this program will allow graduation with an Associate of Arts degree or a student may select another major at any time during his/her enrollment at Holmes.

\*The Department of Natural Sciences encourages any electives be fulfilled from the Natural Sciences curriculum.

# Health Informatics & Information Management

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
General Biology I	BIO 1134	Public Speaking I	SPT 1113
Fine Arts Elective	3	Comp Applications I	CSC 1123
Total	17 hrs.	Total	16 hrs.

## Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Intro to Macroeconomics	ECO 2113	Accounting I	ACC 2213
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Elective	3	Microbiology	BIO 2924
Total	16 hrs.	Total	17 hrs.

Consult with your chosen transfer college to determine modification of this curriculum.

### UMMC Requirements:

Have completed a minimum of 54 semester hours of academic credit (exclusive of physical activity, military science, dogmatic religion, and vocational courses) from a regionally accredited institution of higher learning.

## Health-Related Professions Pre-Cytotechnology

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferring and must have a minimum of 58 hours of transfer credit with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. The curriculum below leads to an Associate of Arts Degree.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Zoology I	BIO 2414	Zoology II	BIO 2424
<b>OR</b> General Biology I	BIO 1134	<b>OR</b> General Biology II	BIO 1144
College Algebra	MAT 1313	*Elective	4
Total	14 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Comp Applications I	CSC 1123	Microbiology	BIO 2924
Public Speaking I	SPT 1113	Fine Arts Elective	3
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	16 hrs.	Total	17 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*Electives may consist of one 3-hour course and one 1-hour course OR they may be one 4-hour course.

## Health-Related Professions Pre-Dental Hygiene

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year. The curriculum below leads to an Associate of Arts Degree.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	General Psychology I	PSY 1513
<b>OR</b> General Biology I	BIO 1134	Nutrition	BIO 1613
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry I Lab	CHE 1211	Gen Chemistry II Lab	CHE 1221
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Total	14 hrs.	Total	16 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Humanities Elective	3	Humanities Elective	3
Fine Arts Elective	3	Microbiology	BIO 2924
Intro to Sociology	SOC 2113	Elective	3
Elective	3	Child Psychology	EPY 2513
		<b>OR</b> Adol Psychology	EPY 2523
		<b>OR</b> Human Growth & Dev	EPY 2533
Total	16 hrs.	Total	17 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

Students must have a minimum of 57 transferable hours with a minimum 2.5 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. Students must also complete 8 hours of observation of a licensed or registered dental hygienist in a clinical environment.

## Health-Related Professions Pre-Medical Laboratory Science

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 58 transferable hours with a minimum 2.5 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. The curriculum below leads to an Associate of Arts Degree.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Zoology I	BIO 2414	Zoology II	BIO 2424
<b>OR</b> General Biology I	BIO 1134	<b>OR</b> General Biology II	BIO 1144
		Elective	1
Total	14 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Trigonometry	MAT 1323	Microbiology	BIO 2924
Comp Applications I	CSC 1123	Fine Arts Elective	3
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	16 hrs.	Total	17 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

## Health-Related Professions Pre-Occupational Therapy

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students must have a minimum of 66 hours of transfer credit (beginning 2012, 72 hours of transfer credit will be required) with a minimum 2.75 GPA on a 4.0 scale. A minimum grade of C is required on each course accepted for transfer. The curriculum below leads to an Associate of Arts Degree.

Occupational Therapy is a Master's Degree Program requiring an additional 36 months of continuous study beyond completion of this program. All applicants are required to provide evidence of 16 hours observation in at least two occupational therapy clinical departments.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	Zoology II	BIO 2424
<b>OR</b> General Biology I	BIO 1134	<b>OR</b> General Biology II	BIO 1144
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Chemistry I	CHE 1213	Public Speaking I	SPT 1113
Gen Chemistry I Lab	CHE 1211	Child Psychology	EPY 2513
General Psychology I	PSY 1513	<b>OR</b> Adol Psychology	EPY 2523
		Elective	3
Total	17 hrs.	Total	19 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
General Physics I	PHY 2414	Human Growth & Dev	EPY 2533
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Elective	3	Fine Arts Elective	3
		Statistics	MAT 2323
Total	17 hrs.	Total	19 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

All programs at the University Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

## Health-Related Professions Pre-Physical Therapy

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students must have a minimum 3.0 GPA on a 4.0 scale. A minimum grade of C is required on each course accepted for transfer. The curriculum below leads to an Associate of Arts Degree.

Students applying for the Doctor of Physical Therapy must have a bachelor's degree and evidence of 40 hours of observation in at least two physical therapy clinical departments or practices. Students must also take the GRE before applying to the program. Students must also complete an autobiographical essay and a resume to apply to the program.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	Zoology II	BIO 2424
<b>OR</b> General Biology I	BIO 1134	<b>OR</b> General Biology II	BIO 1144
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Total	14 hrs.	Total	14 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
General Physics I	PHY 2414	General Physics II	PHY 2424
Public Speaking I	SPT 1113	Fine Arts Elective	3
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	17 hrs.	Total	17 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

All programs at the University Medical Center have a limited class size with competitive admissions.

## Health-Related Professions Pre-Radiologic Sciences

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students must have a minimum of 57 hours of transfer credit with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course accepted for transfer. The curriculum below leads to an Associate of Arts Degree.

See the University of Mississippi Medical Center website for additional requirements for admission to the B.S. Degree Program of Radiologic Sciences.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	Zoology II	BIO 2424
<b>OR</b> General Biology I	BIO 1134	<b>OR</b> General Biology II	BIO 1144
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
College Algebra	MAT 1313	Nutrition	BIO 1613
		Fine Arts Elective	3
Total	14 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Public Speaking I	SPT 1113	First Aid & CPR	HPR 2213
Social/Behavioral Elective	3	Social/Behavioral Elective	3
Humanities Elective	3	Humanities Elective	3
Computer Applications I	CSC 1123	*Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer university to determine changes to this curriculum.

All programs at the University Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.



## Health Sciences

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
General Biology I	BIO 1134	Microbiology	BIO 2924
Intro to Macroeconomics	ECO 2113	Public Speaking I	SPT 1113
Total	17 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
*Natural Science w/Lab	4	Comp Applications I	CSC 1123
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
		Fine Arts Elective	3
Total	14 hrs.	Total	16 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

\*Natural Sciences Electives: BIO 1144, BIO 2414, PHY 2244, PHY 2254, PHY 2414

# History

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Fine Arts Elective	3
**World Civilizations I	HIS 1163	**World Civilizations II	HIS 1173
Social/Behavioral Science	3	Social/Behavioral Science	3
***Foreign Language	3	***Foreign Language	3
Total	15 hrs.	Total	15 hrs.

## Second Year

First Semester		Second Semester	
Public Speaking I	SPT 1113	*Intro to Philosophy I	PHI 2113
*American History I	HIS 2213	*American History II	HIS 2223
*Literature Elective	3	*Literature Elective	3
***Foreign Language	3	***Foreign Language	3
****Natural Science w/Lab	4	****Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer university or college to determine changes to this curriculum.

\*\*HIS 1113 & HIS 1123 may be accepted in place of HIS 1163 & HIS 1173 for a B. S. Degree.

\*\*\*9 or 12 hours of one Foreign Language are required for the B. A. degree. For a B. S. degree consult the chosen transfer college to determine appropriate courses.

\*\*\*\*The student may consider the benefit of taking one biological science and one physical science.

## Liberal Arts

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Fine Arts Elective	3
Public Speaking I	SPT 1113	Social/Behavioral Science	3
*Natural Science w/Lab	3	*Natural Science w/Lab	4
Foreign Language	3	Foreign Language	3
Total	16 hrs.	Total	16 hrs.

### Second Year

First Semester		Second Semester	
Intro to Philosophy	PHI 2113	Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
Foreign Language	3	Foreign Language	3
History Elective	3	History Elective	3
*Natural Science w/Lab	4	Elective	3
Total	16 hrs.	Total	15 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

# Management

## First Year

### First Semester

English Composition I	ENG 1113
College Algebra	MAT 1313
**Fine Arts Elective	3
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

### Second Semester

English Composition II	ENG 1123
General Psychology I	PSY 1513
Public Speaking I	SPT 1113
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

## Second Year

### First Semester

Macroeconomics	ECO 2113
Legal Environ/Business	BAD 2413
Princ of Accounting I	ACC 2213
Business Cal I	MAT 1513
Natural Science w/Lab	4

Total 16 hrs.

### Second Semester

Microeconomics	ECO 2123
Business Statistics	BAD 2323
Princ of Accounting II	ACC 2223
Literature Elective	3
Natural Science w/Lab	4

Total 16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business

BAD 1121 - Business Seminar I

BAD 1313 - Business Mathematics

BAD 2213 - Marketing

BAD 2513 - Introduction to Management

BAD 2533 - Computer Applications in Business & industry

BAD 2813 - Administrative Communications

BAD 2853 - Business Ethics

\*\*ART 1113, MUS 1113, or SPT 2233

## Marketing

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology I	PSY 1513
**Fine Arts Elective	3	Public Speaking I	SPT 1113
Marketing	BAD 2213	*Business Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Macroeconomics	ECO 2113	Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	Business Statistics	BAD 2323
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Business Cal I	MAT 1513	Literature Elective	3
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business

BAD 1121 - Business Seminar I

BAD 1313 - Business Mathematics

BAD 2513 - Introduction to Management

BAD 2533 - Computer Applications in Business & industry

BAD 2813 - Administrative Communications

BAD 2853 - Business Ethics

\*\*ART 1113, MUS 1113, or SPT 2233

## Mathematics (Non-Education Major)

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Trigonometry	MAT 1323	*Calculus II	MAT 1623
*Calculus I	MAT 1613	Computer Program I	CSC 1613
***History or Literature Elective	3	***History or Literature Elective	3
**Natural Science w/Lab	4	**Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

### Second Year

First Semester		Second Semester	
Calculus III	MAT 2613	Calculus IV	MAT 2623
Linear Algebra	MAT 2113	Differential Equations	MAT 2913
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
Public Speaking I	SPT 1113	Intro to Sociology	SOC 2113
General Psychology I	PSY 1513	***Fine Arts Elective	3
Total	16 hrs.	Total	16 hrs.

**\*Students are strongly advised to take MAT 1323 - Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 - Calculus II.**

**\*\*BIO 1134 & 1144 or CHE 1213, 1211 1223, & 1221**

**\*\*\*Consult with your chosen transfer university to determine changes to this curriculum.**

## Music

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Social/Behavioral Science	3
*Music Theory I	MUS1214	*Music Theory II	MUS 1224
*Major Instrument I	2	*Major Instrument II	2
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Ensemble I	1	Ensemble II	1
General Psychology I	PSY 1513	**Music Elective	3
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	18 hrs.	Total	18 hrs.

### Second Year

First Semester		Second Semester	
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
<b>OR</b> World Civilization I	HIS 1163	<b>OR</b> World Civilization II	HIS 1173
**Music Elective	3	Public Speaking	SPT 1113
*Music Theory III	MUS 2214	*Music Theory IV	MUS 2224
*Major Instrument III	2	*Major Instrument IV	2
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Ensemble III	1	Ensemble IV	1
Natural Science w/Lab	4	Natural Science w/Lab	4
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Total	19 hrs.	Total	19 hrs.

Participation in Choir or Band is required each semester.

Consult with your chosen transfer university to determine changes to this curriculum.

\*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

\*\*Choose from the following Music Electives:

MUS 1123 - Music Survey

MUS 1413 - Basic Computer Skills for Musicians

MUS 2443 - Audio Engineering I

## Pre-Dental

Dental Schools may require a baccalaureate degree for admission but no prescribed course of study is stipulated. The curriculum below is a suggested guide which leads to an Associate of Arts Degree, but it does not lead to a four-year degree in dentistry. Students should consult their chosen transfer university to select a four-year degree. Additionally, UMMC is the sole Mississippi provider for a professional degree in dentistry.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	General Biology II	BIO 1144
Fine Arts Elective	3	Public Speaking I	SPT 1113
Total	17 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	General Physics II	PHY 2424
General Psychology I	PSY 1513	Statistics	MAT 2323
Humanities Elective	3	Humanities Elective	3
		Social/Behavioral Science	3
Total	14 hrs.	Total	17 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

University of Mississippi Medical Center has indicated On-Line Courses and Correspondence Courses are not accepted for their program's required courses.



## Pre-Law

Law schools require a baccalaureate degree for admission but no prescribed course of study is stipulated. Students are advised to pursue an undergraduate degree which will provide a suitable alternative to acceptance into Law School. The curriculum outlined below is a suggested alternative for those who wish a career in the legal profession and fulfills core requirements for a baccalaureate in Paralegal studies. The curriculum below leads to an Associate of Arts Degree.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
American Nation Gov't	PSC 1113	Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Foreign Language	3	Foreign Language	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Literature Elective	3	Economics Elective	3
Foreign Language	3	Foreign Language	3
Natural Science w/Lab	4	Natural Science w/Lab	4
Intro to Sociology	SOC 2113	Intro to Philosophy I	PHI 2113
Fine Arts Elective	3	Elective	3
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

## Pre-Medical

Medical schools may require a baccalaureate degree for admission but no pre-scribed course of study is stipulated. The curriculum below is a suggested guide which leads to an Associate of Arts Degree, but it does not lead to a four-year degree in medicine. Students should consult their chosen transfer university to select a four-year degree. Additionally, UMMC is the sole Mississippi provider for a professional degree in medicine.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Fine Arts Elective	3	Public Speaking I	SPT 1113
General Biology I	BIO 1134	General Biology II	BIO 1144
Total	17 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	General Physics II	PHY 2424
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	14 hrs.	Total	14 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

University of Mississippi Medical Center has indicated On-Line Courses and Correspondence Courses are not accepted for their program's required courses.

## Pre-Nursing (B.S.)

The curriculum below is a suggested guide for meeting possible prerequisites for admission into a Bachelor of Science degree in Nursing program. Students should consult their chosen transfer university. The curriculum below leads to an Associate of Arts Degree.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
General Psychology I	PSY 1513	Human Growth & Dev	EPY 2533
General Chemistry I	CHE 1213	Microbiology	BIO 2924
Gen Chemistry Lab I	CHE 1211	Nutrition	BIO 1613
General Biology I	BIO 1134		
Total	17 hrs.	Total	16 hrs.

### Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Computer Applications I	CSC 1123	Bus Statistics	BAD 2323
<b>OR</b> Comp App/Bus	BAD 2533	<b>OR</b> Statistics	MAT 2323
Intro to Sociology	SOC 2113	Marriage & Family	SOC 2143
Fine Arts Elective	3	Literature Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	16 hrs.	Total	16 hrs.

**An ACT Composite Score of 16 or higher is required for this major.**

Consult with your chosen transfer university to determine changes in this curriculum.

Students must complete all admission requirements before transferring. All Schools of Nursing in the state of Mississippi have limited class sizes with competitive admission requirements. Students should start the application process early in their sophomore year.

## Pre-Pharmacy

The curriculum below is a suggested guide for meeting possible prerequisites for admission into the Doctor of Pharmacy degree offered at the University of Mississippi. The curriculum below leads to an Associate of Arts Degree.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Calculus I	MAT 1613	Social/Behavioral Science	3
General Biology I	BIO 1134	General Biology II	BIO 1144
Trigonometry	MAT 1323	Fine Arts Elective	3
Total	17 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	General Physics II	PHY 2424
Microeconomics	ECO 2123	Statistics	MAT 2323
Public Speaking I	SPT 1113	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	17 hrs.	Total	17 hrs.

Consult with your chosen transfer university to determine changes in this curriculum.

Some students may need to take MAT 1313 (College Algebra) and MAT 1323 (Trigonometry) (if placement score requires) prior to enrolling in MAT 1613 (Calculus I). These students are advised to take these courses in the summer before their freshmen year in order to complete the Calculus sequence before transferring.

## Pre-Veterinary

The curriculum below is a suggested guide for meeting possible prerequisites for admission into the Doctor of Veterinary Medicine degree offered at Mississippi State University. The curriculum below leads to an Associate of Arts Degree.

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Zoology I	BIO 2414	Zoology II	BIO 2424
<b>OR</b> General Biology I	BIO 1134	<b>OR</b> General Biology II	BIO 1144
Social/Behavioral Science	3	Social/Behavioral Science	3
<b>Total</b>	<b>17 hrs.</b>	<b>Total</b>	<b>17 hrs.</b>

### Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	General Physics II	PHY 2424
Public Speaking I	SPT 1113	Microbiology	BIO 2924
Humanities Elective	3	Humanities Elective	3
Fine Arts Elective	3		
<b>Total</b>	<b>17 hrs.</b>	<b>Total</b>	<b>15 hrs.</b>

Consult with your chosen transfer university to determine changes in this curriculum.

## Pre-Veterinary Medical Technology

The curriculum below is a suggested guide for meeting possible prerequisites for admission into the Veterinary Medical Technology program at Mississippi State University. The curriculum below leads to an Associate of Arts Degree.

### First Year

#### First Semester

English Composition I	ENG 1113
General Biology I	BIO 1134
College Algebra	MAT 1313
Elective	3
Social/Behavioral Science	3

Total 16 hrs.

#### Second Semester

English Composition II	ENG 1123
General Biology II	BIO 1144
Trigonometry	MAT 1323
Public Speaking I	SPT 1113
Social/Behavioral Science	3

Total 16 hrs.

### Second Year

#### First Semester

General Chemistry I	CHE 1213
Gen Chemistry Lab I	CHE 1211
Fine Arts Elective	3
Humanities Elective	3
Elective	3
Elective	3

Total 16 hrs.

#### Second Semester

General Chemistry II	CHE 1223
Gen Chemistry Lab II	CHE 1221
Microbiology	BIO 2924
Humanities Elective	3
Elective	3

Total 14 hrs.

Consult with your chosen transfer university to determine changes in this curriculum.

# Psychology

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Intro to Sociology	SOC 2113
General Psychology I	PSY 1513	Principles of Biology I	BIO 1114
		<b>OR</b> General Biology I	BIO 1134
**Computer Science Elective	3	***Social/Behavioral Science	3
*Foreign Language	3	*Foreign Language	3
Total	15 hrs.	Total	16 hrs.

## Second Year

First Semester		Second Semester	
Literature Elective (Continuous)	3	Literature Elective (Continuous)	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Public Speaking I	SPT 1113	***Social/Behavioral Science	3
Physical Science Survey I	PHY 2244	***Social/Behavioral Science	3
*Foreign Language OR Elective	3	****Fine Arts Elective	3
Total	16 hrs.	Total	15 hrs.

\*Consult with your chosen transfer university or college to determine modification of this curriculum.

\*\*Computer Science Elective Options:

CSC 1113 – Computer Concepts

CSC 1123 – Computer Applications I

\*\*\*Suggested Social/Behavioral Science Elective Options:

GEO 1113 – World Regional Geography

PHI 2113 – Introduction to Philosophy I

PSY/EPY 2513 – Child Psychology

PSY/EPY 2523 – Adolescent Psychology

PSY/EPY 2533 – Human Growth and Development

SOC 2133 – Social Problems

SOC 2143 – Marriage and Family

\*\*\*\* Fine Arts Elective Options:

ART 1113 – Art Appreciation

MUS 1113 – Music Appreciation

SPT 2233 – Theatre Appreciation

## Recreation

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Pers & Comm Health	HPR 1213	Recreational Leader	HPR 2323
General Psychology I	PSY 1513	Comp Applications I	CSC 1123
*History Elective	3	*History Elective	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Principles of Biology I	BIO 1114	Natural Science w/Lab	4
OR General Biology I	BIO 1134	Business Statistics	BAD 2323
Intro to Sociology	SOC 2113	OR Statistics	MAT 2323
Human Growth & Dev	EPY 2533	*Literature Elective	3
First Aid & CPR	HPR 2213	**Fine Arts Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

\*\*ART 1113, MUS 1113, or SPT 2233



## Secondary Education Biology/Science

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Zoology I	BIO 2414	Zoology II	BIO 2424
<b>OR</b> General Biology I	BIO 1134	<b>OR</b> General Biology II	BIO 1144
		Public Speaking I	SPT 1113
Total	14 Hours	Total	17 hrs.

### Second Year

First Semester		Second Semester	
General Physics I	PHY 2414	Microbiology	BIO 2924
General Psychology I	PSY 1513	*Social/Behavioral Science	3
Pers & Comm Health	HPR 1213	**Fine Arts Elective	3
*History Elective	3	*Elective	3
*Literature Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer university to determine changes to this curriculum.

\*\*ART 1113 or MUS 1113

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

## Secondary Education Chemistry/Physical Science

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Calculus I	MAT 1613	Public Speaking I	SPT 1113
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
*Elective	3	Trigonometry	MAT 1323
Fine Arts Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

### Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	General Physics II	PHY 2424
Social/Behavioral Science	3	Social/Behavioral Science	3
Literature Elective	3	History Elective	3
*Elective	3		
Total	17 hrs.	Total	14 hrs.

\*Consult with your chosen transfer university to determine changes to this curriculum.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE)- (formerly Praxis I) examination prior to transferring (if required).

## Secondary Education English

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
General Psychology I	PSY 1513	*Social/Behavioral Science	3
Fine Arts Elective	3	*Literature Elective	3
*Elective	3	*Elective	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Biological Science w/Lab	4	Physical Science w/Lab	4
History Elective	3	History Elective	3
*Literature Elective	3	*Literature Elective	3
*Literature Elective	3	*Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer university to determine changes to this curriculum.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

## Secondary Education Mathematics

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Trigonometry	MAT 1323	*Calculus II	MAT 1623
*Calculus I	MAT 1613	Computer Program I	CSC 1613
**Natural Science w/Lab	4	**Natural Science w/Lab	4
History or Literature Elective	3	History or Literature Elective	3
Total	16 hrs.	Total	16 hrs.

### Second Year

First Semester		Second Semester	
Calculus III	MAT 2613	Calculus IV	MAT 2623
General Psychology I	PSY 1513	Intro to Sociology	SOC 2113
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
***Linear Algebra	MAT 2113	Differential Equations	MAT 2913
Public Speaking I	SPT 1113	***Fine Arts Elective	3
Total	16 hrs.	Total	16 hrs.

**\*Students are strongly advised to take MAT 1323 - Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 - Calculus II.**

**\*\*CHE 1211 & CHE 1213, CHE 1221, CHE 1223**

**OR**

**\*\*BIO 1134 & BIO 1144**

**\*\*\*Consult with your chosen transfer university or college to determine modification of this curriculum.**

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

## Secondary Education Music — Instrument Majors

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Social/Behavioral Science	3
*Music Theory I	MUS1214	*Music Theory II	MUS 1224
*Major Instrument I	2	*Major Instrument II	2
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Band I	MUO 1111	Band II	MUO 1121
General Psychology I	PSY 1513	Music Survey	MUS 1123
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	18 hrs.	Total	18 hrs.

### Second Year

First Semester		Second Semester	
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
<b>OR</b> World Civilization I	HIS 1163	<b>OR</b> World Civilization II	HIS 1173
Literature Elective	3	Public Speaking I	SPT 1113
*Music Theory III	MUS 2214	*Music Theory IV	MUS 2224
*Major Instrument III	2	*Major Instrument IV	2
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Band III	MUO 2111	Band IV	MUO 2121
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	19 hrs.	Total	19 hrs.

Participation in Band is required each semester.

\*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all three.

Consult with your chosen transfer university or college to determine modification of this curriculum.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.

## Secondary Education Music — Piano Majors

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Music Survey	MUS 1123
*Music Theory I	MUS1214	*Music Theory II	MUS 1224
*Piano/Music Ed Maj I	MUA 1572	*Piano/Music Ed Maj II	MUA 1582
Choir I	MUO 1212	Choir II	MUO 1222
General Psychology I	PSY 1513	Social/Behavioral Science	3
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	18 hrs.	Total	18 hrs.

### Second Year

First Semester		Second Semester	
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
<b>OR</b> World Civilization I	HIS 1163	<b>OR</b> World Civilization II	HIS 1173
Literature Elective	3	Public Speaking I	SPT 1113
*Music Theory III	MUS 2214	*Music Theory IV	MUS 2224
*Piano/Music Ed Maj III	MUA 2572	*Piano/Music Ed Maj IV	MUA 2582
Choir III	MUO 2212	Choir IV	MUO 2222
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	19 hrs.	Total	19 hrs.

Participation in Choir is required each semester.

\*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all three.

Consult with your chosen transfer university or college to determine modification of this curriculum.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.

## Secondary Education Music — Voice Majors

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Music Survey	MUS 1123
*Music Theory I	MUS1214	*Music Theory II	MUS 1224
*Voice/Music Ed Maj	MUA 1772	*Voice/Music Ed Maj II	MUA 1782
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Choir I	MUO 1212	Choir II	MUO 1222
General Psychology I	PSY 1513	Social/Behavioral Science	3
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	19 hrs.	Total	19hrs.

### Second Year

First Semester		Second Semester	
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
<b>OR</b> World Civilization I	HIS 1163	<b>OR</b> World Civilization II	HIS 1173
Literature Elective	3	Public Speaking I	SPT 1113
*Music Theory III	MUS 2214	*Music Theory IV	MUS 2224
*Voice/Music Ed Maj III	MUA 1772	*Voice/Music Ed Maj IV	MUA 2782
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Choir III	MUO 2212	Choir IV	MUO 2222
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	20 hrs.	Total	20 hrs.

Participation in Choir is required each semester.

\*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

Consult with your chosen transfer university or college to determine modification of this curriculum.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.

## Secondary Education Physical Education/Kinesiology (Teaching/Coaching)

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Per & Comm Health	HPR 1213	Kin., Health, PE, & Rec	HPR 1313
General Psychology I	PSY 1513	**Elective	3
*History Elective	3	*History Elective	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
General Biology I	BIO 1134	Anatomy & Physiology I	BIO 2514
Intro to Sociology	SOC 2113	*Fine Arts Elective	3
First Aid & CPR	HPR 2213	*Literature Elective	3
**Elective	3	**Elective	3
**Elective	3	**Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

\*\*It is strongly suggested that students seeking a Physical Education (P. E.) Licensure prepare themselves to teach in one additional discipline. The Mississippi Department of Education requires 21 semester hours of prefix-specific courses with a grade of "C" or better. Some of the common supplemental endorsement areas are English, Communication, Social Studies, Mathematics, and General Science.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).



## Secondary Education Physics

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Calculus I	MAT 1613	Calculus II	MAT 1623
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
*Elective	3	Public Speaking I	SPT 1113
Fine Arts Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

### Second Year

First Semester		Second Semester	
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
General Psychology I	PSY 1513	Social/Behavioral Science	3
Literature Elective	3	History Elective	3
*Elective	3	*Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer university to determine changes to this curriculum.

Some students may need to take MAT 1313 (College Algebra) and MAT 1323 (Trigonometry) (if placement score requires) prior to enrolling in MAT 1613 (Calculus I). These students are advised to take these courses in the summer before their freshmen year in order to complete the Calculus sequence before transferring.

\*Choose from the following Electives: MAT 2613-Calculus III, MAT 2623-Calculus IV, PHY 1114-Astronomy, MAT 2113-Linear Algebra, EGR 2413-Engineering Mechanics I, Biology Elective for Majors, History Elective.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

## Secondary Education Social Studies

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*World Civilizations I	HIS 1163	*World Civilizations II	HIS 1173
OR		OR	
*Western Civilization I	HIS 1113	*Western Civilization II	HIS 1123
World Geography	GEO 1113	Public Speaking I	SPT 1113
Intro to Sociology	SOC 2113	General Psychology I	PSY 1513
College Algebra	MAT 1313	Fine Arts Elective	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
American History I	HIS 2213	American History II	HIS 2223
American Nation Gov't	PSC 1113	Macroeconomics	ECO 2113
Physical Science w/Lab	4	Biological Science w/Lab	4
*Literature Elective	3	*Literature Elective	3
Intro to Philosophy I	PHI 2113	Elective	3
Total	16 hrs.	Total	16 hrs.

\*Consult your transfer college to determine changes to this curriculum.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

## Secondary Education Technology Teacher Education

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Psychology I	PSY 1513	Public Speaking I	SPT 1113
College Algebra	MAT 1313	Trigonometry	MAT 1323
Humanities Elective	3	Humanities Elective	3
Fine Arts Elective	3	*Computer Science Elective	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Macroeconomics	ECO 2113	Microeconomics	ECO 2123
Accounting I	ACC 2213	Accounting II	ACC 2223
Legal Environ/Business	BAD 2413	Found/Education	EDU 1613
**Statistics	3	Business Ethics	BAD 2853
***Natural Science w/Lab	4	***Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

The Technology Teacher Education in Business Technology degree prepares graduates to teach business courses at the high school and career and technology centers, teach Information and Communication Technology I and II at the middle school, teach Career Pathways Experiences (cooperative education), Computer Applications, and Technology Foundations. Graduates acquire a national certification in computer literacy as well as a certification to teach online.

\*CSC 1113 – Computer Concepts

**OR**

\*CSC 1123 – Computer Applications I

\*\*MAT 2323 – Statistics **or** \*\*BAD 2323 – Business Statistics

\*\*\*Consult with your chosen transfer university or college to determine modification of this curriculum.

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (CORE) - (formerly Praxis I) examination prior to transferring (if required).

## Social Work/Sociology

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology I	PSY 1513
Intro to Sociology	SOC 2113	Social Problems	SOC 2133
****Fine Arts Elective	3	***Social/Behavioral Science	3
**Computer Science Elective	3	***Social/Behavioral Science	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
*Natural Science w/Lab	4	*Natural Science w/Lab	4
Literature Elective (Continuous)	3	Literature Elective (Continuous)	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Public Speaking I	SPT 1113	***Social/Behavioral Science	3
*Foreign Language	3	*Foreign Language	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer university to determine modification of this curriculum.

\*\*Computer Science Elective Options:

CSC 1113 Computer Concepts

CSC 1123 Computer Applications I

\*\*\*Suggested Social/Behavioral Science Electives Options:

ECO 2113 Introduction to Macroeconomics

ECO 2123 Introduction to Microeconomics

PHI 2113 Introduction to Philosophy

PSC 1113 American National Government

PSY/EPY 2533 Human Growth and Development

SOC 2143 Marriage and Family

SWK 1113 Social Work: A Helping Profession (Social Work Majors)

\*\*\*\*Fine Arts Elective Options:

ART 1113 Art Appreciation

MUS 1113 Music Appreciation

SPT 2233 Theatre Appreciation

For Social Work Majors: Mississippi State University and the University of Mississippi recommend taking MAT 2323 Statistics.

## Spanish

### First Year

#### First Semester

English Composition I	ENG 1113
College Algebra	MAT 1313
Elem. Spanish I	MFL 1213
Fine Arts Elective	3
*History Elective (Continuous)	3

Total 15 hrs.

#### Second Semester

English Composition II	ENG 1123
Public Speaking I	SPT 1113
Elem. Spanish II	MFL 1223
Social/Behavioral Science	3
*History Elective (Continuous)	3

Total 15 hrs.

### Second Year

#### First Semester

Intermediate Spanish I	MFL 2213
Social/Behavioral Science	3
Natural Science w/Lab	4
Literature Elective	3
Elective	3

Total 16 hrs.

#### Second Semester

Intermediate Spanish II	MFL 2233
Intro to Philosophy I	PHI 2113
Natural Science w/Lab	4
Literature Elective	3
Elective	3

Total 16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

\*Choose from the following History Electives:

HIS 1113 & HIS 1123

HIS 1163 & HIS 1173

## Speech

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
**Fine Arts Elective	3	General Psychology I	PSY 1513
*Elective	3	Computer Applications	ICSC 1123
***History Elective (Continuous)		***History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Physical Science Survey	4	General Biology I	BIO 1134
Intro to Sociology	SOC 2113	****Special Elective	3
Voice, Dict & Phon	SPT 1153	*Fine Arts Elective	3
Literature Elective (Continuous)	3	Literature Elective (Continuous)	3
Foreign Language (Continuous)	3	Foreign Language (Continuous)	3
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

\*\*Chose from the following Fine Arts Electives:

ART 1113, MUS 1113, or SPT 2233

\*\*\*Choose from the following History Electives:

HIS 1113 & HIS 1123

HIS 1163 & HIS 1173

\*\*\*\*Choose from the following categories of Electives:

ENG, SPT, or CSC

# Sport Management

## First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
General Psychology I	PSY 1513	Intro to Sociology	SOC 2113
**Fine Arts Elective	3	Business Calculus	MAT 1513
*History Elective	3	*History Elective	3
Total	15 hrs.	Total	15 hrs.

## Second Year

First Semester		Second Semester	
Macroeconomics	ECO 2113	Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	*Literature Elective	3
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Computer Science Elective	3	Business Statistics	BAD 2323
<b>OR</b> Comp Apps in Bus/Ind	BAD 2533	<b>OR</b> Statistics	MAT 2323
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

\*Consult with your chosen transfer college to determine changes to this curriculum.

\*\* ART 1113, MUS 1113, SPT 2233

## **Theatre** **(Goodman Campus)**

### **First Year**

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Stagecraft	SPT 2223	Theatrical Make-up	SPT 1273
Drama Production I	SPT 1241	Drama Production II	SPT 1251
*History Elective	3	*History Elective	3
Fine Arts Elective	3	Elective	3
Total	16 hrs.	Total	16 hrs.

### **Second Year**

First Semester		Second Semester	
Fund/Theatre Production	SPT 1213	Voice, Diction, & Phonetics	SPT 1153
Drama Production III	SPT 2241	Drama Production IV	SPT 2251
Natural Science w/Lab	4	Natural Science w/Lab	4
**Social/Behavioral Science	3	**Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
Elective	1	Elective	1
Total	15 hrs.	Total	15 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

\*Choose from the following History Electives:

HIS 1113 & HIS 1123

HIS 1163 & HIS 1173

\*\*ECO 2113, ECO 2123, PSC 1113, PSY 1513, SOC 2113, SOC 2213



# ASSOCIATE DEGREE NURSING PROGRAM

(Grenada Campus & Ridgeland Campus)

## Generic Day Track

The student must complete and pass with a C or higher the following courses as prerequisites for admission into the ADN at Holmes Community College-Total 15 hours: BIO 2514 - A & P I, BIO 2524 - A & P II, BIO 2924 - Microbiology, BIO 1613 - Nutrition

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Human Growth & Dev	EPY/PSY 2533
General Psychology I	PSY 1513	Nursing II	NUR 1229
Nursing I	NUR 1119		
Total	15 hrs.	Total	12 hrs.

### Second Year

First Semester		Second Semester	
Nursing III	NUR 2119	Nursing IV	NUR 2239
Humanities/Fine Arts Elective	3	Manage/Nursing Care	NUR 2243
Total	12 hrs.	Total	12 hrs.

Total Hours for Generic Program - 66

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and the Academic Dean. Without this approval, the student may not be allowed to progress. Once students are enrolled in a class in the program, they are required to take all remaining coursework with Holmes Community College unless written permission is granted by the Director of the Associate Degree Nursing Program.

## Generic Evening/Weekend Track (Grenada Campus Only)

The student must complete and pass with a C or higher the following courses as prerequisites for admission into the ADN program at Holmes Community College-Total 15 hours: BIO 2514 - A & P I, BIO 2524 - A & P II, BIO 2924 - Microbiology, BIO 1613 - Nutrition

### First Year

First Semester (Spring)		Second Semester (Fall)	
English Composition I	ENG 1113	Human Growth & Dev	EPY/PSY 2533
General Psychology I	PSY 1513	Nursing II	NUR 1229
Nursing I	NUR 1119		
Total	15 hrs.	Total	12 hrs.

### Second Year

First Semester (Spring)		Second Semester (Fall)	
Humanities/Fine Arts Elective	3	Nursing IV	NUR 2239
Nursing III	NUR 2119	Manage/Nursing Care	NUR 2243
Total	12 hrs.	Total	12 hrs.

Total Hours for Generic Program - 66

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and the Academic Dean. Without this approval, the student may not be allowed to progress. Once students are enrolled in a class in the program, they are required to take all remaining coursework with Holmes Community College unless written permission is granted by the Director of the Associate Degree Nursing Program.

Graduation with an Associate of Applied Science Degree from the ADN Nursing program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the **State of Mississippi (or other state) Law and Rules and Regulations: Regulating the Practice of Nursing in Mississippi.** The ADN Program also provides for Advanced Placement of LPN's in this program.

## **Associate Degree Program Options (Accelerated Program for LPN)**

Individuals who have completed an accredited practical nursing program and hold the practical nursing licenses may be eligible to enter the Accelerated Program for LPN; i.e. upon completion of this program, the student is qualified to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### **Option One - 12 Month Program**

The student must complete and pass with a C or higher in the following courses as prerequisites for admission into the ADNP at Holmes Community College-Total 15 hours: BIO 2514 - A & P I, BIO 2524 - A & P II, BIO2924 - Microbiology, BIO 1613 - Nutrition, and a D or higher in the following courses as prerequisites for admission into the ADNP at Holmes Community College-Total 9 hours: ENG 1113 - English Composition I, PSY 1513 - General Psychology I, and PSY/EPY 2533 - Human Growth & Development.

#### **Summer Term**

Nursing Trans I	NUR 1316	Nursing Trans II	NUR 1326
Total	6 hrs.	Total	6 hrs.

#### **First Year**

First Semester		Second Semester	
Nursing III	NUR 2119	Nursing IV	NUR 2239
Humanities/Fine Arts Elective	3	Manage/Nursing Care	NUR 2243
Total	12 hrs.	Total	12 hrs.

Total Program - 60 hours

## **Associate Degree Program Options (Accelerated Program for LPN)**

Individuals who have completed an accredited practical nursing program and hold the practical nursing licenses may be eligible to enter the Accelerated Program for LPN; i.e. upon completion of this program, the student is qualified to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### **Option Two - Four Semester Program**

The student must complete and pass with a C or higher the following courses as prerequisites for admission into the ADNP at Holmes Community College-Total 15 hours: BIO 2514 - A & P I, BIO 2524 - A & P II, BIO2924 - Microbiology, BIO 1613 - Nutrition

#### **First Year**

First Semester (Fall)		Second Semester (Spring)	
Nursing Theory I	NUR 1116	Nursing Theory II	NUR 1226
General Psychology I	PSY 1513	Human Growth & Dev	EPY/PSY 2533
English Composition I	ENG 1113		
Total	12 hrs.	Total	9 hrs.

#### **Second Year**

First Semester (Fall)		Second Semester (Spring)	
Nursing III	NUR 2119	Nursing IV	NUR 2239
Humanities/Fine Arts Elective	3	Manage/Nursing Care	NUR 2243
Total	12 hrs.	Total	12 hrs.

Total Program - 60 hrs.

## **ASSOCIATE DEGREE NURSING MISSION STATEMENT**

The purpose of the Holmes Community College Associate Degree Nursing Program is two-fold:

1. To prepare registered nurse generalists who have attained competency. Competency is identified as a performance standard, which includes knowledge, abilities, and understanding that goes beyond specific tasks and is guided by commitment to ethical and scientific principles of nursing practice.
2. To provide equal access to higher education for traditional and non-traditional students while promoting excellence in all areas of nursing.

## **ASSOCIATE DEGREE NURSING ADMISSION POLICY**

The Associate Degree Nursing Program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The Associate Degree Nursing Program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi ([www.ihl.state.ms.us](http://www.ihl.state.ms.us)) and the Accreditation Commission for Education in Nursing (ACEN). The Accreditation Commission for Education in Nursing can be contacted at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 ([www.acenursing.org](http://www.acenursing.org)), Phone: 404-975-5000, Fax: 404-975-5020 for specific program information.

Students who are accepted but who have not had Anatomy and Physiology I and II must take and successfully pass these courses with at least a grade of 'C' before beginning nursing classes.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirement outlined below:

In accordance with the Board of Trustees of State Institutions of Higher Learning's Associate Degree Nursing admission criteria, a student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after. In order to apply to the Associate Degree Nursing program, the student must have a 2.0 overall grade point average.

The applicant must have an 18 or higher composite on the ACT with an 18 Reading sub-score; a 17 Math sub-score or have passed a 3-hour College Algebra or higher math course. For ACT scores before 10/28/89, please see the ACT Concordance Table under Academic Policies and Regulations in the HCC Bulletin. The number of students admitted is based on the number of nursing faculty. Standards for Accreditation of

Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

All applicants are ranked and are offered positions according to their score.

### **Weighted Scale ADN Admission Policy**

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system. Selection is academically competitive based on the following categories: ACT, plus college hours and college GPA from a regionally accredited school, as well as a face to face interview with a panel of nursing instructors.

If two people have the same score, preference will be given according to their rating on the ACT or, these being equal, their GPA.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon acceptance, satisfactory reports from a family physician will be required, as well as currently recommended immunizations, a drug screen, and TB skin test. Applicants must also be CPR certified, and pass a criminal background check.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class via email. It is required that an applicant confirm his/her intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within a designated period of time indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree nursing student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

Those applicants with the highest scores will be accepted.

## **Progression Statement**

The very nature of the profession of nursing requires that one be able to master the theoretical as well as the clinical components of the curriculum. In view of the fact that individuals providing nursing care may adversely affect the maintenance and quality of human life, the nursing faculty have established a progression policy. The progression policy is in each nursing syllabus and the nursing student handbook. A summary of the progression policy is as follows:

Students must successfully complete all required components as designated in each nursing course. The student may refer to each syllabus for details. Attendance at clinical is mandatory for progression.

Students must make a "B" or better in all required nursing courses and a "C" or better in all required science courses and nutrition. Nursing students must maintain an overall 2.0 GPA or above on all non-science, non-nursing courses to remain in the prescribed curriculum. A student making a "C" or below in one nursing course is automatically excluded from the Associate Degree Nursing Program and must apply for readmission to the Holmes Community College Associate Degree Nursing Program if he/she wishes to return.

**Application** -The application process is on-line through the Holmes Community College web site. Applications for the generic track for the fall and summer semesters are available on January 15. Applications for the spring semester track are available September 1. Applications are available for a limited time, usually thirty to forty-five days.

**Prior Enrollment in Nursing Courses/ Readmission Limitations-** Any student who has been previously enrolled in any nursing program must contact the Office of the Director of the Holmes Community College Associate Degree Nursing Program. Any student who has been withdrawn from, voluntarily withdrew from, or was unsuccessful in any nursing or practical nursing course has one opportunity for readmission. Any student with two (2) withdrawals or failures from any nursing or practical nursing course is not eligible for readmission.

**LPN Readmissions-**If an LPN in Option I or Option II is not successful in a nursing course, then he/she must apply for readmission to the program as a generic student.

**Completion of the Program-**Any student who failed a nursing course or who withdrew from a nursing course or was withdrawn from the nursing program may apply for readmission. The student must complete the course of study within 1 ½ times the length of the program as set forth through regulations by the Mississippi Institutions of Higher Learning.

### **Associate Degree Nursing Grading Scale**

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 59



## TECHNICAL EDUCATION PROGRAMS

Technical education programs represent a blending of general academic and technical specialty courses offered on a semester-hour basis. The technical programs lead to a Technical Certificate, an Advanced Technical Certificate, and/or an Associate of Applied Science Degree. Although a few programs offer the possibility of university transfer upon completion of the AAS, the design of the technical programs is to provide graduates with the skills needed to enter the workforce at a level of the semi-professional or technician. All technical programs operate under program-specific technical standards.

<b>Programs and Locations</b>	<b>Goodman Campus</b>	<b>Grenada Campus</b>	<b>Ridgeland Campus</b>
Automotive Technology	X		
Business Technology:			
Accounting Technology	X	X	X
Administrative Office Technology	X	X	X
Billing & Coding Technology	X	X	X
Business Management Technology	X	X	X
Medical Office Technology	X	X	X
Collision Repair Technology	X		
Conservation Law Enforcement Technology		X	
Criminal Justice Administration Technology	X	X	X
Emergency Medical Sciences/Basic		X	X
Emergency Medical Sciences/Critical Care			X
Emergency Medical Sciences/Paramedic		X	X
Engineering Technology:			
Architectural Engineering Technology	X		
Construction Technology			X
Drafting & Design Technology		X	
Industrial Engineering Management Tech			X
Industrial Technology	X		
Interior Design Technology			X
Forest Technology		X	
Funeral Service Technology			X
Heating/Vent/AC/Refrig Technology	X	X	
Industrial Maintenance Mechanics			X
Information Systems Technology:			
Computer Networking Technology			X
Computer Programming Technology		X	
Software Engineering Technology			X
Maintenance Technology		X	
Occupational Therapy Assistant Technology			X
Paralegal Technology			X
Physical Therapist Assistant		X	
Precision Machining Technology		X	
Surgical Technology		X	X

## **CTE SUPPORT SERVICES COORDINATOR**

The Career/Technical Education (CTE) Support Services Coordinator is a non-administrative position that serves CTE students throughout the district in various capacities. Services may include the recruitment, enrollment, instruction, retention, completion, placement, and follow up of students. Specifically, the CTE Support Services Coordinator works in conjunction with CTE instructors to provide instruction in reading comprehension, mathematics, and/or employability skills to students enrolled in certificate programs; provides reasonable accommodations for students who self-identify and qualify for disability services; and works with students who are economically disadvantaged, displaced homemakers, single parents, etc., as needed, to encourage and support their successful completion of CTE programs of study to enter high-skill, high-wage occupations and/or nontraditional employment in new and emerging careers.

## **ARTICULATION FOR CAREER-TECHNICAL STUDENTS**

Career/Technical students may receive college credit through statewide articulation agreements. To be eligible, students must complete the articulated secondary vocational program and score 80% or higher on the Mississippi Career Planning and Assessment System (MS CPAS) in their secondary program of study. To be awarded the credit, students must complete an application for articulated credit at Holmes; enroll at Holmes within 18 months of high school graduation; and successfully complete twelve (12) non-developmental career/technical or academic credit hours in the corresponding articulated postsecondary Career/Technical program of study. The hours will be transcribed only after successful completion of twelve non-developmental hours. No grades will be assigned for the courses, resulting in no change in quality points. There will be no costs assessed on hours earned through articulated credit. Students interested in pursuing articulated credit should contact the CTE Director on the campus they plan to attend.

## **WORK-BASED LEARNING PROGRAM DESCRIPTION**

Work-Based Learning (WBL) offers supervised work experience for Career/Technical majors. WBL courses blend academic and Career/Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training. Students must be employed in their field of study. Total clock hours at the work-site are logged and certified by the WBL Coordinator/Instructor. The coordinator/instructor also monitors all of the other course requirements. A maximum of six hours WBL may be substituted for technical courses (required or elective) upon the approval of the student's advisor, the campus CTE Director, and the CTE Vice President.

## Automotive Technology (Goodman Campus)

### First Year

First Semester		Second Semester	
Basic Electrical Systems	ATT 1124	Adv. Electrical Systems	ATT 1134
Safety & Employ Skills	ATT 1811	Engine Repair	ATT 1715
Brakes	ATT 1214	Engine Performance II	ATT 2434
Engine Performance I	ATT 1424	Special Problems/Auto	ATT 2914
Total	13 hrs.	Total	17 hrs.

**A Technical Certificate may be earned at this point.**

### Second Year

First Semester		Second Semester	
Steering & Suspension	ATT 2334	Engine Performance III	ATT 2444
Manual Drive Trains	ATT 1313	Auto Trans/Transaxles	ATT 2324
*College Algebra	**MAT 1313	*English Composition I	ENG 1113
*Humanities/Fine Arts	3	*Public Speaking I	SPT 1113
		*Social/Behavioral Science	3
Total	13-17 hrs.	Total	17 hrs.

**An Advanced Technical Certificate may be earned at this point.**

**\*AAS may be earned at this point after successful completion of these academic courses in addition to the technical courses.**

\*\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

**The Automotive Technology** program is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions of all eight areas of ASE/NATEF certification (Engine Repair, Electrical & Electronic Systems, Engine Performance, Brakes, Steering & Suspension Systems, Manual Drive Trains & Axles, Automatic Transmissions & Transaxles, Heating & Air Conditioning). Automotive Technology may be taught as either a Technical Certificate program, an Advanced Technical Certificate program, or an AAS Degree program. The curriculum for Postsecondary Automotive Technology is based upon the task list published in ASE Certification for Automobile Training Programs and the National Automotive Technicians Education Foundation, Inc. (NATEF). This task list serves as a national standard for certification of automobile technician training programs and is regularly reviewed and validated by technicians and engineers in the automotive industry.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

## Business Technology

Business Technology is a program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core.

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting Technology	X	X	X
Administrative Office Technology	X	X	X
Billing & Coding Technology	X	X	X
Business Management Technology	X	X	X
Medical Office Technology	X	X	X

The Business & Office and Related Technology curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the integration of systems—people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area

**Accounting Technology** prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance.

**Administrative Office Technology** provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

**Billing & Coding Technology** is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, ICD coding, CPT coding, billing & reimbursement, transcription, and computer software.

**Business Management Technology** provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

**Medical Office Technology** is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription coding, and computer software applications.

Business Technology  
**Accounting Technology**

**First Year**

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Microsoft Excel I	BOT 1823
Applied Business Math	BOT 1313	QuickBooks	BOT 2433
Intro to Business Mgmt	BOT 1453	Prin. of Bus. Finance	BOT 2623
Commun. Essentials	BOT 1763	Career Readiness	BOT 2183
Total	15 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
Adv. Business Accounting	BOT 1443	Cost Accounting	BOT 2473
Microsoft Excel II	BOT 1853	Income Tax Accounting	BOT 2423
Payroll Accounting	BOT 2463	*English Composition I	ENG 1113
*Humanities/Fine Arts Elective	3	*Public Speaking I	SPT 1113
*Social/Behavioral Science	3	OR *English Comp. II	ENG 1123
		OR *Social/Behavioral Science	3
		*College Algebra	MAT 1313
		OR *Natural Science w/Lab	4
Total	15 hrs.	Total	15/16 hrs.

**An Advanced Technical Certificate may be earned at this point with the successful completion of all BOT courses.**

**\*This course is not required to receive the Advanced Technical Certificate. This course plus all of the BOT courses above are required for students seeking the AAS Degree.**

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

Business Technology  
**Administrative Office Technology**

**First Year**

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Microsoft Excel I	BOT 1823
Applied Business Math	BOT 1313	Social Media Mgmt	BOT 1493
Intro to Business Mgmt	BOT 1453	Records Management	BOT 1413
Commun. Essentials	BOT 1763	QuickBooks	BOT 2433
Total	15 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
Microsoft Word II	BOT 1243	Career Readiness	BOT 2183
Microsoft Excel II	BOT 1853	Human Resource Mgmt	BOT 2233
Microsoft Access	BOT 2333	*English Composition I	ENG 1113
*Humanities/Fine Arts Elective	3	*Public Speaking I	SPT 1113
*Social/Behavioral Science	3	OR *English Comp II	ENG 1123
		OR *Social/Behavioral Science	3
		*College Algebra	MAT 1313
		OR *Natural Science w/Lab	4
Total	15 hrs.	Total	15/16 hrs.

**An Advanced Technical Certificate may be earned at this point with the successful completion of all BOT courses.**

**\*This course is not required to receive the Advanced Technical Certificate. This course plus all of the BOT courses above are required for students seeking the AAS Degree.**

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

Business Technology  
**Health-Care Data Technology**  
**Billing & Coding Technology**

**First Year**

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Med Office Concepts	BOT 2743
Applied Business Math	BOT 1313	Medical Office Term II	BOT 1623
Medical Office Term I	BOT 1613	Med Machine Trans I	BOT 2523
Commun. Essentials	BOT 1763	Elec Health Records	BOT 2763
Total	15 hrs.	Total	15 hrs.

**Second Year**

First Semester		Second Semester	
CPT Coding	BOT 2643	Med Insurance Billing	BOT 2673
ICD Coding	BOT 2653	Adv Medical Coding	BOT 2663
Microsoft Excel I	BOT 1823	*English Composition I	ENG 1113
*Humanities/Fine Arts Elective	3	*Public Speaking I	SPT 1113
*Social/Behavioral Science	3	OR *English Comp II	ENG 1123
		OR *Social/Behavioral Science	3
		*College Algebra	MAT 1313
		OR *Natural Science w/Lab	4
Total	15 hrs.	Total	15/16 hrs.

**An Advanced Technical Certificate may be earned at this point with the successful completion of all BOT courses.**

**\*This course is not required to receive the Advanced Technical Certificate. This course plus all of the BOT courses above are required for students seeking the AAS Degree.**

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

Business Technology  
**Business Management Technology**

**First Year**

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Intro to Marketing	BOT 1473
Applied Business Math	BOT 1313	Social Media Mgmt	BOT 1493
Intro to Business Mgmt	BOT 1453	Career Readiness	BOT 2183
Commun. Essentials	BOT 1763	Human Resource Mgmt	BOT 2233
Total	15 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
Microsoft Word II	BOT 1243	BOT Externship/Seminar	BOT 2923
Microsoft Excel I	BOT 1823	QuickBooks	BOT 2433
Entrepre Problem Solving	BOT 2613	*English Composition I	ENG 1113
*Humanities/Fine Arts Elective	3	*Public Speaking I	SPT 1113
*Social/Behavioral Science	3	OR *English Comp II	ENG 1123
		OR *Social/Behavioral Science	3
		*College Algebra	MAT 1313
		OR *Natural Science w/Lab	4
Total	15 hrs.	Total	15/16 hrs.

**An Advanced Technical Certificate may be earned at this point with  
the successful completion of all BOT courses.**

**\*This course is not required to receive the Advanced Technical Certificate. This course plus all of the BOT courses above are required for students seeking the AAS Degree.**

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*



Business Technology  
**Health-Care Data Technology**  
**Medical Office Technology**

**First Year**

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Medical Office Concept	BOT 2743
Applied Business Math	BOT 1313	Medical Office Term II	BOT 1623
Medical Office Term I	BOT 1613	Med Machine Trans I	BOT 2523
Commun. Essentials	BOT 1763	Elec Health Records	BOT 2763
Total	15 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
CPT Coding	BOT 2643	QuickBooks	BOT 2433
ICD Coding	BOT 2653	Career Readiness	BOT 2183
Microsoft Excel I	BOT 1823	*English Composition I	ENG 1113
*Humanities/Fine Arts Elective	3	*Public Speaking I	SPT 1113
*Social/Behavioral Science	3	OR *English Comp II	ENG 1123
		OR *Social/Behavioral Science	3
		*College Algebra	MAT 1313
		OR *Natural Science w/Lab	4
Total	15 hrs.	Total	15/16 hrs.

**An Advanced Technical Certificate may be earned at this point with  
the successful completion of all BOT courses.**

**\*This course is not required to receive the Advanced Technical Certificate. This course plus all of the BOT courses above are required for students seeking the AAS Degree.**

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

## Collision Repair Technology (Goodman Campus)

### First Year

First Semester		Second Semester	
Struc & Repair I	ABT 1143	Struc & Repair II	ABT 1153
Non-Struc & Repair I	ABT 1223	Non-Struc & Repair II	ABT 1233
Refinishing I	ABT 1314	Refinishing II	ABT 1323
Mechan & Component I	ABT 1443	Mechan Component II	ABT 1453
*English Composition I	ENG 1113	*College Algebra	**MAT 1313
Collision Weld & Cut	ABT 1213		
Total	19 hrs.	Total	15 hrs.

### Second Year

First Semester		Second Semester	
Struc & Repair III	ABT 2163	Struc & Repair IV	ABT 2173
Non-Struc & Repair III	ABT 2243	Non-Struc & Repair IV	ABT 2253
Refinishing III	ABT 2333	Refinishing IV	ABT 2343
Special Problem in Collision Repair Technology	ABT 2913	Supervised Work Experience in Collision Repair	ABT 2923
*Social/Behavior Science	3	*Public Speaking I	SPT 1113
		*Humanities/Fine Arts	3
Total	15 hrs.	Total	18 hrs.

**An Advanced Technical Certificate may be earned at this point.**

**\*An AAS may be earned at this point for successful completion of these academic courses in addition to the technical courses.**

\*\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

**Collision Repair Technology** is an articulated certificate/technical instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

## Conservation Law Enforcement Technology (Grenada Campus)

### First Year

First Semester		Second Semester	
Botany I	BIO 1314	Special Problem	
<b>OR</b> App Natural Science w/Lab	4	in Conservation Law	FOT 2944
English Composition I	ENG 1113	Silviculture I	FOT 2614
Intro/Criminal Justice	CRJ 1313	Criminology	CRJ 1383
Applied Dendrology	FOT 1714	Social/Behavioral Science	3
Forest Surveying	FOT 2124	**College Algebra	MAT 1313
Total	18 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
Survey/Micro Apps	CPT 1323	Humanities/Fine Arts	3
Apps GIS/GPS Forestry	FOT 2214	Applied Soil	
Public Speaking I	SPT 1113	Conservation	AGT 1714
Intern for Specialization	FOT 2923	Juvenile Justice	CRJ 2513
<b>OR</b> Work-Based Learn	WBL 1913	Silviculture II	FOT 2624
		<b>OR</b> Forest Measure	FOT 1114
		Criminal Investigation	CRJ 2333
Total	13 hrs.	Total	17 hrs.

**An AAS Degree may be earned at this point.**

\*For those students wishing to continue to MSU, BIO 1314, and BIO 2414 will be needed.

\*\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

**PROGRAM DESCRIPTION: Conservation Law Enforcement Technology** is a two-year program of study that prepares the graduate for entry-level employment as a Conservation Law Enforcement Officer (game warden) in the state of Mississippi. The program blends technical courses in forestry and academic courses in criminal justice with other academic courses, including the core. The Associate of Applied Science degree is earned upon successful completion of the program.

## Criminal Justice Administration Technology

### First Year

First Semester		Second Semester	
Intro/Criminal Justice	CRJ 1313	Police Admin/Organiz	CRJ 1323
Intro/Corrections	CRJ 1363	Juvenile Justice	CRJ 2513
Intro/Homeland Security	CRJ 1373	Police Operations	CRJ 2313
Traffic Law	CRJ 2213	Criminal Investigation	CRJ 2333
English Composition I	ENG 1113	Occupational Spanish	MFL 2513
Total	15 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

### Second Year

First Semester		Second Semester	
General Psychology I	PSY 1513	American Nation Gov't	PSC 1113
Humanities/Fine Arts	3	Criminology	CRJ 1383
*Approved CRJ Electives	6	*Approved CRJ Electives	6
Criminal Law	CRJ 2323	College Algebra	MAT 1313
		<b>OR</b> Natural Science w/Lab	4
Total	15 hrs.	Total	15-16 hrs.

**An Advanced Technical  
Certificate may be earned at  
this point.**

**An AAS may be earned  
at this point.**

**PROGRAM DESCRIPTION:** The **Criminal Justice Administration Technology** program will prepare the graduate for employment opportunities in the field of criminal justice in the areas of law enforcement, corrections, and security. The program provides the student with core courses but focuses primarily on criminal justice courses addressing different aspects of the field such as police, courts, and corrections. The program offers a Technical Certificate, an Advanced Technical Certificate and an AAS degree.

\*Approved CRJ Electives: CRJ 1343-Police & Community Relations, CRJ 1353-Practicum in Criminal Justice, CRJ 2393-Survey/Criminalistics, CRJ 2413- Admin/Criminal Justice; CRJ 2713-Found/Terrorism; CRJ 2723-Intelligence Analysis; CRJ 2733-Transportation/Border Security or other academic or technical elective approved by the instructor/advisor.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

**Emergency Medical Sciences  
Critical Care Paramedic  
(Ridgeland Campus)**

**Critical Care Paramedic Program  
Admission Requirements**

1. Must meet college admission requirements
2. Must have current Nationally Registered Paramedic.
3. Must be a current Mississippi-certified Paramedic in good standing prior to clinical\*.
4. Must present proof of three years' experience as a Nationally Registered Paramedic\*\*.
5. Must provide copies of official transcripts to the HCC admissions office
6. Must successfully pass a Criminal Background Check as required by Mississippi State Law and a drug screen. (Students will be responsible for the fee for the background check, which will be paid to the agency conducting the check. HCC will not handle the fee for the background check. Students will also be responsible for the fee for the drug screen.)

\*Subject to Mississippi EMS: The Law, Rules, and Regulations.

\*\*Other MS-licensed healthcare professionals, such as Physicians, Physician Assistants, Nurse Practitioners, Registered Nurses or Respiratory Therapists with a minimum of three years' experience may, at the program director's discretion, take the courses to improve their understanding of critical care medicine if they meet the college's entrance requirements, provide official copies of transcripts, are in good standing at the time of clinical, and pass a drug screen and criminal background check. These participants, however, are not eligible for licensure as a Critical Care Paramedic in the State of Mississippi or to receive the Critical Care Paramedic AAS.

**Course Requirements**

Licensed MS Paramedic	30
Critical Care Paramedic I	EMS 2618
Critical Care Paramedic Lab	EMS 2622
Critical Care Practicum	EMS 2632
Anatomy & Physiology I	BIO 2514
Anatomy & Physiology II	BIO 2524
English Composition I	ENG 1113
English Composition II, Speech, or Social/Behavioral Science	3
Humanities or Fine Arts	3
Social/Behavioral Science	3
Total Hours	62 Hours

**PROGRAM DESCRIPTION:** The **Critical Care Paramedic Program** is a post-secondary program drawing its students from individuals already possessing a valid Nationally Registered Paramedic and Mississippi Paramedic certification. The Critical Care Paramedic (CCP) will teach current paramedics to provide for the on-going care of a critically injured or ill patient during an inter-facility transport and in other special situations such as rotor wing or fixed wing transport. The program is intended to expand the knowledge base and skill set of the paramedic beyond the level of the entry level paramedic to perform special critical care assessments and treatments.

Instruction is provided through comprehensive approach to include a complex knowledge of anatomy, physiology, and pathophysiological processes as well as competency-based instruction in critical care assessment and critical care management skills required for the care of complex critical care neonatal, pediatric, and adult patients. Clinical internship is required in specific critical care specialties in the hospital and transport environment.

To be eligible to achieve CCP Certification through the Mississippi Bureau of EMS, participants must successfully complete all components of the CCP program and pass the FP-C or CCP-C exam. The CCP program prepares students to take the Certified Flight Paramedic (FP-C) or Critical Care Paramedic (CCP-C) exam.

Paramedics seeking an AAS degree must request articulation of 30 hours of initial paramedic education. Upon completion of the prescribed technical and academic coursework, students may be eligible to receive the Critical Care Paramedic AAS degree.

**Emergency Medical Sciences  
Paramedic  
(Grenada Campus & Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
Intro/EMS Systems	EMS 1122	Trauma	EMS 2714
Anatomy & Physiology II	BIO 2524	EMS Practicum II	EMS 1525
Airway Mgmt, Resp, Oxy	EMS 1314	Medical	EMS 2855
Patient Assessment	EMS 1414	Cardiology	EMS 1825
Pharmacology	EMS 1614		
EMS Practicum I	EMS 1513		
Total	21 hrs.	Total	19 hrs.

**Summer Semester**

EMS Operations	EMS 2912
Maternal/Child	EMS 2414
EMS Special Patient	EMS 1422
EMS Practicum III	EMS 2565
Total	13 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester	
English Composition I	ENG 1113
Social/Behavioral Science	3
Humanities/Fine Arts	3
Public Speaking I	SPT 1113
Total	12 hrs.

Total hours for Emergency Medical Sciences Program	65 hrs.
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**An AAS Degree may be earned at this point.**

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

**PROGRAM DESCRIPTION:** The **paramedic training program** is a post-secondary program drawing its students from individuals already possessing a valid EMT state certification and having Anatomy & Physiology I with a grade of C or better. Students must complete Anatomy & Physiology II with a grade of C or better to be eligible to complete the program. Each student must be 18 years or older and possess a high school diploma, GED certificate, or be a Dual Enrollment student.\*\*

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department that provides medical control to ALS providers in the field and, according to availability, CCU, ICU, labor and delivery suite, operating room, psychiatric ward, pediatric ward, and geriatric ward. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

To be eligible to take the National Registry's Exam as a paramedic, the student must complete Anatomy & Physiology I & II, the EMS program, and all paramedic courses.

This training program is sanctioned by the Mississippi State Board of Health. The course meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation.



**\*Emergency Medical Sciences  
Paramedic Program  
Admission Requirements**

1. Must meet HCC admissions requirements
2. Must have current national registration as an EMT-Basic
3. Must be a Mississippi-certified EMT in good standing prior to clinical.
4. Must successfully pass a re-test of basic EMT skill and knowledge.
5. Must provide past academic records for review by an admissions committee (may or may not be faculty members.)
6. Must have completed 4 of the required 8 semester hours of Anatomy and Physiology with lab from an accredited post-secondary school (A & P I-BIO 2514 or BIO 2513 & BIO 2511 or equivalent) prior to enrollment with a grade of C or better; A & P II is in the curriculum for any students who have completed only A & P I prior to enrollment; A & P I & II must each be completed with a grade of C or better.
7. Must successfully pass a Criminal Background Check as required by Mississippi State Law. (Students will be responsible for the fee for the background check which will be paid to the agency conducting the check. HCC will not handle the fee for the background check.)

*\*Subject to Mississippi EMS: The Law, Rules, and Regulations.*

Holmes Community College also offers the EMT-Basic course. \*The admission requirement for EMT-Basic course are the following:

1. Must meet HCC admissions requirements
2. Must be at least 18 years old or be a Dual Enrollment student.\*\*
3. Must be able to read and write.
4. Must be a high school graduate or GED equivalent or be a Dual Enrollment student.
5. Must have an ACT composite score of 16 or higher (12 or higher if taken before October 28, 1989) **OR** the minimum English placement score to place into ENG 1113-English Composition I and the minimum Algebra placement score to place into MAT 1233-Intermediate Algebra.
6. Must hold a valid CPR certification (\*Health Care Provider).
7. Must be physically fit per physical examination by physician.
8. Must begin hepatitis B vaccination prior to clinical or ambulance run portion of the class.

*\*Subject to Mississippi EMS: The Law, Rules, and Regulations.*

**\*\*MUST BE 18 TO TAKE NATIONAL REGISTRY**

## **Engineering Technology**

### **Program Description**

The Engineering Technology Department offers six areas of concentration. Each area leads to an Associate of Applied Science Degree (AAS); some areas also offer a Technical Certificate, and/or an Advanced Technical Certificate.

### **Areas of Concentration**

Architectural Engineering Technology

Construction Technology

Drafting and Design Technology

Industrial Engineering Management Technology

Industrial Technology

Interior Design Technology

Engineering Technology  
**Architectural Engineering Technology**  
**(Goodman Campus)**

**First Year**

First Semester		Second Semester	
Materials	ENT 1213	Architectural Design I	ENT 1613
Principles of CAD	ENT 1313	Architectural Design II	ENT 2623
Computational Methods	ENT 1123	Architectural Rendering	ENT 2643
Cost Estimating	ENT 2243	Structural Drafting	ENT 2233
Graphic Communications	ENT 1113	Elementary Surveying	ENT 1413
Spreadsheet App	ENT 1183	BIM/Parametric Model	ENT 2353
Total	18 hrs.	Total	18 hrs.

**A Technical Certificate may be earned at this point**

**Second Year**

First Semester		Second Semester	
**English Composition I	ENG 1113	**English Comp II	ENG 1123
Blue Print Reading	ENT 1533	<b>OR**Public Speaking</b>	ISPT 1113
*Approved Technical Electives	6	<b>OR **Social/Behavioral Science</b>	3
		**Humanities/Fine Arts	3
		**Social/Behavioral Science	3
		**College Algebra	MAT 1313
		<b>OR Natural Science w/Lab</b>	4
Total	12 hrs.	Total	12/13 hrs.

**An Advanced Technical  
Certificate may be earned at  
this point.**

**\*\*Required for the AAS  
Degree only**

The **Architectural Engineering Technology** program educates students in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architectural offices, design building firms, engineering firms, governmental agencies, real estate developers, planning offices, and architectural material suppliers and manufacturers. The program offers a Technical Certificate, an Advanced Technical Certificate, and AAS Degree in Architectural Engineering Technology. Graduates may have the option of transfer leading to a Bachelor of Science Degree (BS) in Architectural Engineering Technology.

\*Approved Technical Electives: ENT 1154, ENT 1323, ENT 2133, ENT 2263, ENT 2713, ENT 2723, ENT 291(1-3), Work-Based Learning

Students will complete the Autodesk AutoCAD Certified User Exam.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

Engineering Technology  
**Construction Technology**  
**(Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
Computational Methods	ENT 1123	Architectural Design I	ENT 1613
Principles CAD	ENT 1313	Architectural Design II	ENT 2623
Graphic Communications	ENT 1113	Civil Drafting	ENT 2153
Materials	ENT 1213	Spreadsheet App	ENT 1183
Build Codes & Const Doc	ENT 1243	Grading & Drainage	ENT 2463
Elementary Surveying	ENT 1413	**Approved Technical Elective	3
Total	18 hrs.	Total	18 hrs.

**A Technical Certificate may be earned at this point**

**Second Year**

First Semester		Second Semester	
*English Composition I	ENG 1113	*English Composition II	ENG 1123
Architectural Rendering	ENT 2643	<b>OR</b> *Public Speaking I	SPT 1113
Cost Estimating	ENT 2243	<b>OR</b> *Social/Behavioral Science	3
*College Algebra	MAT 1313	*Social/Behavioral Science	3
<b>OR</b> Natural Science w/Lab	4	*Humanities/Fine Arts	3
		**Approved Technical Elective	3
Total	12/13 hrs.	Total	12 hrs.

**An Advanced Technical Certificate may be earned at this point.**

**\*An AAS may be earned at this point for successful completion of these academic courses in addition to the technical courses.**

The **Construction Engineering Technology** program emphasizes the management aspects of the construction industry. The key professional in this area of expertise is the construction manager who has the responsibility for planning, scheduling, and building projects designed by architects and engineers. Graduates of this program are employed in both office and field positions in the commercial, industrial, utility, highway, and residential markets. The program offers a Technical Certificate, an Advanced Technical Certificate, and AAS Degree in Construction Technology. Graduates may have the option of transfer leading to a Bachelor of Science Degree (BS) in Construction Technology.

**\*\*Approved Technical Electives:** ENT 1154, ENT 1233, ENT 1523, ENT 2133, ENT 2453, ENT 2723, ENT 291(1-3), WBL 191(1-3) and WBL 192(1-3)

Students will complete the Autodesk AutoCAD Certified User Exam.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

Engineering Technology  
**Drafting & Design Technology**  
**(Grenada Campus)**

**First Year**

First Semester		Second Semester	
Graphic Communications	ENT 1113	Architectural Design I	ENT 1613
Technology Graphics	ENT 1133	Civil Drafting	ENT 2153
Principles of CAD	ENT 1313	Structural Drafting	ENT 2233
Intermediate CAD	ENT 1323	Advanced CAD	ENT 2343
Computational Methods	ENT 1123	Comp Numerical Contrl	ENT 2363
Total	15 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point**

**Second Year**

First Semester		Second Semester	
Special Project	ENT 2913	English Composition I	ENG 1113
*Approved Technical Elective	9	Public Speaking I	SPT 1113
Materials	ENT 1213	OR English Comp II	ENG 1123
		OR Social/Behavioral Science	3
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
Total	15 hrs.	Total	15/16 hrs.

**An Advanced Technical  
Certificate May Be Earned at  
this Point.**

**An AAS Degree may be  
earned at this point.**

The **Drafting & Design Technology** program prepares individuals to enter the world of work assisting architects, engineers, contractors, and other related fields. Job opportunities in these fields are numerous.

Upon successful completion of this curriculum, the graduate will earn a Technical Certificate, an Advanced Technical Certificate, or an Associate of Applied Science Degree (AAS) in Drafting & Design Technology. The curriculum may also have the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS).

\*Approved Technical Electives: ENT 1154, 1183, 2243, 2613. IMM 1313, 2613, WBL 191(1-3), & WBL 192(1-3)

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

Engineering Technology  
**Industrial Engineering Management Technology**  
**(Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
Principles of CAD	ENT 1313	Quality Assurance	ENT 2263
Computational Methods	ENT 1123	Spreadsheet App	ENT 1183
Intro/Indus Engineering	ENT 1163	Design/Manufacturing	ENT 1823
Graphic Communications	ENT 1113	Fund/Management	ENT 1173
Materials	ENT 1213	Facilities Planning	ENT 2273
Manufacturing Process	ENT 1833	**Approved Technical Elective	3
Total	18 hrs.	Total	18 hrs.

**A Technical Certificate may be earned at this point**

**Second Year**

First Semester		Second Semester	
*English Composition I	ENG 1113	*English Composition II	ENG 1123
Basic Industrial Safety	ENT 1154	<b>OR</b> *Public Speaking I	SPT 1113
Cost Estimating	ENT 2243	<b>OR</b> *Social/Behavioral Science	3
*College Algebra	MAT 1313	*Social/Behavioral Science	3
<b>OR</b> Natural Science w/Lab	4	*Humanities/Fine Arts	3
		**Approved Technical Elective	3
Total	13/14 hrs.	Total	12 hrs.

**An Advanced Technical Certificate may be earned at this point.**

**\*An AAS may be earned at this point for successful completion of these academic courses in addition to the technical courses.**

The **Industrial Engineering Management Technology** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing. The program offers a Technical Certificate, an Advanced Technical Certificate, and AAS Degree in Industrial Engineering Management Technology. Graduates may have the option of transfer leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.

**\*\*Approved Technical Electives:** ENT 1243, ENT 1713, ENT 2133, ENT 2453, ENT 2613, ENT 2723, ENT 291(1-3), WBL 191(1-3) and WBL 192(1-3)

Students will complete the Autodesk AutoCAD Certified User Exam.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

Engineering Technology  
**Industrial Technology**  
 (Goodman Campus)

**First Year**

First Semester		Second Semester	
Principals of CAD	ENT 1313	Basic Electric/Electron	ENT 1814
Graphic Communications	ENT 1113	Comp Numerical Contrl	ENT 2363
Industrial Power Tools	ENT 1223	Prin/Manufact Manage	ENT 2443
Blueprint Reading	ENT 1533	Program Logic	ENT 2613
Forging and Welding	ENT 2323	Advanced CAD	ENT 2343
		Basic Industrial Safety	ENT 1154
Total	15 hrs.	Total	20 hrs.

**A Technical Certificate may be earned at this point**

**Second Year**

First Semester		Second Semester	
Spreadsheet App	ENT 1183	English Composition I	ENG 1113
Cost Estimating	ENT 2243	Public Speaking I	SPT 1113
*Approved Technical Electives	6	<b>OR</b> English Comp II	ENG 1123
		<b>OR</b> Social/Behavioral Science	3
		Humanities/Fine Arts	3
		Social/Behavioral Science	3
		College Algebra	MAT 1313
		<b>OR</b> Natural Science w/Lab	4
Total	12 hrs.	Total	15/16 hrs.

**And Advanced Technical  
 Certificate may be earned at  
 this point.**

**An AAS may be earned at this  
 point.**

The **Industrial Technology** program is designed for students who want to prepare for employment leading to supervisor, administrative, and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/ or installation of industrial products and equipment. The program offers a Technical Certificate, an Advanced Technical Certificate, and AAS Degree in Industrial Technology. The curriculum also has the option of transfer to MSU offering a related course of study from the College of Education, thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.

\*Approved Technical Electives: ENT 1123, ENT 1213, ENT 2263, ENT 2723, ENT 2523, ENT 291(1-3), Work Based Learning

Students will complete the Autodesk AutoCAD Certified User Exam.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

Engineering Technology  
**Interior Design Technology**  
**(Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
Principles of CAD	ENT 1313	Intermediate CAD	ENT 1323
Graphic Communications	ENT 1113	Advanced CAD	ENT 2343
Visual Commun/Design	ENT 2513	Intermediate Design	ENT 2523
Principles of Design	ENT 1513	Architectural Rendering	ENT 2643
Design Materials & Install	ENT 2533	Adv. Visual Lit/Design	ENT 2563
Visual Literacy in Design	ENT 2543	Portfolio Development	ENT 2572
Total	18 hrs.	Total	17 hrs.

**Summer School**

Internship/Special Project - ENT 159(1-3) A

**A Technical Certificate may be earned at this point**

**Second Year**

First Semester		Second Semester	
English Composition I	ENG 1113	Public Speaking I	SPT 1113
*College Algebra	MAT 1313	Social/Behavioral Science	3
Humanities/Fine Arts	3	**Approved Technical Electives	6
**Approved Technical Elective	3		
Total	12-16 hrs.	Total	12 hrs.

**An Associate of Applied Science may be earned at this point**

**Interior Design** is a program that prepares individuals to apply artistic principles and techniques to the professional planning, designing, equipping, and furnishing of residential and commercial interior spaces. The program includes instruction in computer applications, drafting, and graphic techniques in both residential and commercial environments. Upon successful completion of the curriculum, the graduate may earn a Technical Certificate or an Associate of Applied Science Degree (AAS) in Interior Design.

\* ENT 1123-Computational Methods plus a Natural Lab Science may be substituted

\*\*Approved Technical Electives: ENT 1154, ENT 1183, ENT 2243, ENT 2713, ENT 2923

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*



## Forest Technology (Grenada Campus)

### First Year

First Semester		Second Semester	
Survey/Micro Apps	CPT 1323	Forest Measurements I	FOT 1114
<b>OR</b> Microcomputer App.	BOT 1133	Silviculture I	FOT 2614
English Composition I	ENG 1113	Humanities/Fine Arts	3
Applied Dendrology	FOT 1714	Legal Environ/Bus	BAD 2413
Introduction to Forestry	FOT 1813	<b>OR</b> Prin. of Accounting I	ACC 2213
Forest Surveying	FOT 2124	Botany	BIO 1314
		<b>OR</b> App Natural Science w/Lab	4
Total	17 hrs.	Total	18 hrs.

### Second Year

First Semester		Second Semester	
Apps GIS/GPS Forestry	FOT 2214	Work-Based Learn	WBL 1913
Timber Harvesting	FOT 2424	Applied Soil	
Public Speaking I	SPT 1113	Conservation	AGT 1714
Social/Behavioral Science	3	Special Problem	
<b>**College Algebra</b>	MAT 1313	in Forest Technology	FOT 2914
		Intern for Specialization	FOT 2923
Total	17-21 hrs.	Total	14 hrs.

### An AAS Degree may be earned at this point.

PROGRAM DESCRIPTION: **Forest Technology** is an intensive program of instruction and training to prepare individuals for service in different aspects of forest management operations. Major topics of the program include: the role of foresters in society; the identification and valuation of forest and ornamental woody species; the manipulation of forest stands to produce specific benefits; the impacts of fire, insects, and disease in forest stands; forest measurement and mapping methods; and timber harvesting and utilization systems. Emphasis throughout the program is placed upon developing strong communication skills through written and oral assignments and upon developing a professional attitude of conduct.

**\*\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.**

## Funeral Service Technology (Ridgeland Campus)

### First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Mortuary Anatomy II	FST 1123
College Algebra	MAT 1313	Embalming II	FST 1224
Mortuary Anatomy I	FST 1113	Prin. of Accounting I	ACC 2213
Embalming I	FST 1214	Restore Art/Color Cos	FST 1523
Funeral Directing	FST 1313	Clinical I	FST 1231
*Computer Literacy	3	Admin Communications	BAD 2813
Total	19 hrs.	Total	17 hrs.

### Second Year

First Semester		Second Semester	
Funeral Service Ethics	FST 1413	Humanities/Fine Arts	3
Funeral Merchandising	FST 2323	Psychosocial Counseling	
Introduction to Sociology	SOC 2113	in Funeral Service	FST 2713
<b>OR</b> Gen Psychology I	PSY 1513	Legal Environ/Bus	BAD 2413
Microbiology	FST 2623	Pathology	FST 2633
Clinical II	FST 1241	**Comprehensive Rev	FST 2812
Chemistry Survey	CHE 1114	Public Speaking I	SPT 1113
Total	17 hrs.	Total	17 hrs.

### An AAS Degree may be earned at this point.

Eligible FST students may enroll in Work Based Learning WBL 191(1-3).

\*CSC 1113, CSC 1123, or BAD 2533

\*\*Must be taken during the last semester of coursework.

**This program also has a Fast Track option that allows students who have completed all of the academic courses above per the program's Admission Policy and Continuancy Policy to enter and complete the FST coursework in two semesters to earn the AAS.**

The **Funeral Service Technology Degree at HCC** is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506; phone: (816) 233-3747; fax: (816) 342-2573; web: [www.abfse.org](http://www.abfse.org). This program leads to an Associate of Applied Science (AAS) degree.

The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure. The curriculum is designed to provide students with ethical and professional knowledge in Funeral Service Education, exposure to career options available within the Funeral Service field, and experiences in the application of ethical and professional skills while emphasizing aspects of public health.

The central aim of the program is recognition of the importance of funeral service education personnel as:

- members of a human service profession,
- members of the community in which they serve,
- participants in the relationship between bereaved families and those engaged in the funeral service profession,
- professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines (in the geographic area where they practice), as well as
- professionals sensitive to the responsibility for public health, safety, welfare in caring for human remains.

The objectives of the program are the following:

- to enlarge the background and knowledge of students about the funeral service profession,
- to educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary for the profession,
- to educate students concerning the responsibilities of the funeral service profession to the community at large,
- to emphasize high standards of ethical conduct,
- to provide a curriculum at the post-secondary level of instruction, and
- to encourage student and faculty research in the field of funeral service.

National Board Examination scores, graduation rates (beginning 2015), and employment rates (beginning in 2015), for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's scores and rates, go to Room 204C, Madison Hall, Ridgeland Campus, by email at [tgarett@holmescc.edu](mailto:tgarett@holmescc.edu), or by telephone at 601-605-3327.

**Admission Requirements** below must be met before a student is considered for selection:

1. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
2. The applicant must be accepted to Holmes Community College.
3. The applicant must:
  - a. have an ACT English sub-score for English Composition I or
  - b. have an English placement score for English Composition I or
  - c. be currently taking English Composition I or
  - d. have completed English Composition I

And

  - a. have an ACT Math sub-score for Intermediate Algebra or
  - b. have a Math placement score for Intermediate Algebra or
  - c. be currently taking Intermediate Algebra or
  - d. have completed Intermediate Algebra.
4. Although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative GPA of 2.0 to be considered for selection.

### **Funeral Service Technology Continuancy & Graduation Policy**

1. All Funeral Service Technology/FST courses, ACC 2213-Principles of Accounting I, the computer literacy course, and BAD 2413-Legal Environment of Business, and CHE 1114-Survey of Chemistry must be passed with a minimum of a C in order to complete the program and graduate.
2. FST 2812- Comprehensive Review must be taken in the last semester of coursework.
3. Students who have not completed an FST course for two consecutive semesters (full semesters of fall & spring) must retake all FST courses previously taken.
4. Students must make a final grade of C or higher on all FST courses attempted in a semester in order to progress to the next semester.

**Heating, Ventilation, AC & Refrigeration Technology  
Service & Installation Concentration  
(Goodman Campus & Grenada Campus)**

**First Year**

First Semester		Second Semester	
Intro/HVACR	ACT 1003	Controls	ACT 1214
Basic Compression	ACT 1124	HVACR I	ACT 2414
Electricity for HVACR	ACT 1713	Heating Systems	ACT 2513
Brazing and Piping	ACT 1133	Refrig/Retro/Reg	ACT 2433
Refrig Systems Comp	ACT 1313	HVACR II	ACT 2424
Total	16 hrs.	Total	18 hrs.

**A Technical Certificate may be earned at this point.**

**Summer Semester**

Commercial Refrig	ACT 2324	Heat Load Air	ACT 2624
Work-Based Learning I	WBL 1913		
Total		11 hrs.	

**An Advanced Technical Certificate may be earned at this point.**

**Second Year**

First Semester	
English Composition I	ENG 1113
*College Algebra	MAT 1313
Social/Behavioral Science	3
Public Speaking I	SPT 1113
Humanities/Fine Arts	3
Total	15 - 19 hrs.

**An AAS Degree may be earned at this point.**

\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

**Heating, Ventilation, Air Conditioning, & Refrigeration Technology** is a post-secondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating, cooling, and refrigeration systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Contractors of America (ACCA), Air-Conditioning Heating Refrigeration Institute (AHRI), and others. Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

## Industrial Maintenance Mechanics (Ridgeland Campus)

### First Year

First Semester		Second Semester	
IMM Core/Safety	IMM 1113	Electrical IMM II	IMM 1163
IMM E&I, Level 1, Part 1	IMM 1273	Mechanical IMM II	IMM 1253
Electrical IMM I	IMM 1153	Motor Control Systems	IMM 1323
Mechanical IMM I	IMM 1243	Prog Logic Controllers	IMM 2613
Maint Weld/Metals	IMM 1733	Hydraulics/Pneumatics	IMM 1313
		IMM E&I, Level 1, Part 2	IMM 1283
Total	15 hrs.	Total	18 hrs.

**A Technical Certificate may be earned at this point.**

### Second Year

First Semester		Second Semester	
*College Algebra	**MAT 1313	Solid State Motor Cont	IMM 2423
*English Composition I	ENG 1113	Equip Main/Trouble	IMM 2113
Power Tools Applications	IMM 1223	*Humanities/Fine Arts	3
Advanced PLC	IMM 2623	*Social/Behavioral Science	3
Equip, Install, Align	IMM 1514	*Public Speaking I	SPT 1113
		<b>OR</b> *English Comp II	ENG 1123
Total	16 hrs.	Total	15 hrs.

**An Advanced Technical Certificate may be earned at this point.**

**\*An AAS may be earned at this point for successful completion of these academic courses in addition to the technical courses.**

**Industrial Maintenance Mechanics** is a technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and trouble-shooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity.

**\*\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total)** may be substituted for College Algebra.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

Information Systems Technology  
**Computer Networking Technology**  
**(Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
Network Admin/Windows	IST 1244	Concepts of Database	IST 1163
Operating Platforms	CPT 1333	System Maintenance	CNT 2423
Client Installation & Configuration	IST 1213	Network Administration Using Linux	IST 1254
Web & Program Concepts	IST 1154	Security Princ & Policies	IST 1143
Fundamentals of Data Communications	IST 1134	Network Components	IST 1223
Total	18 hrs.	Total	16 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
English Composition I	ENG 1113	*College Algebra	MAT 1313
Visual BASIC Programming Language	IST 1314	PowerShell Programming	IST 2464
Social/Behavioral Science	3	Humanities/Fine Arts	3
Public Speaking I	SPT 1113	Network Implementation	IST 2234
Network Planning & Design	IST 2224	Special Problem in Information Systems	IST 2921
Total	17 hrs.	Total	15-19 hrs.

**An AAS Degree may be earned at this point.**

This program offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Computer Networking Technology curriculum. Successful completion of the first year entitles a student to a Technical Certificate in Network Operations. Students enrolling in the CNT Program must meet the general admission requirements for HCC; however, an ACT score of 18 is recommended for students considering this program.

\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

Information Systems Technology  
**Computer Programming Technology**  
**(Grenada Campus)**

**First Year**

First Semester		Second Semester	
IT Foundations	IST 1124	Security Princ & Policies	IST 1143
Fundamentals of Data Communications	IST 1134	*Programming Elective	4
Web & Program Concepts	IST 1154	**Approved Elective	3
*Programming Elective	4	*Programming Elective	4
		Concepts of Database	IST 1163
Total	16 hrs.	Total	17 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
Sys Anal & Des	IST 2314	Public Speaking I	SPT 1113
*Programming Elective	4	Social/Behavioral Science	3
**Approved Elective	4	Humanities/Fine Arts	3
		English Composition I	ENG 1113
		***College Algebra	MAT 1313
Total	12 hrs.	Total	15-19 hrs.

**An Advanced Technical  
Certificate may be earned at  
this point.**

**An AAS may be earned at  
this point.**

**Computer Programming Technology** is a two-year program that is designed to offer training in the development of Business Application Software. The curriculum offers the Technical Certificate, the Advanced Technical Certificate, and the AAS Degree. Students enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

\*Programming Language Electives: Visual BASIC Programming Language-IST 1314, Java Programming Language-IST 1714, Script Programming Language- IST 2324, Advanced Visual BASIC Programming-IST 2334.

\*\*Approved Electives: Programming Language Elective, Work-Based Learning, or other approved related technical or academic course.

\*\*\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*



Information Systems Technology  
**Software Engineering Technology**  
 (Ridgeland Campus)

**First Year**

First Semester		Second Semester	
Fundamentals of Data Communications	IST 1134	Concepts of Database Security Princ & Policies	IST 1163 IST 1143
Visual BASIC Programming Language	IST 1314	Adv. Visual BASIC Programming	IST 2334
Operating Platforms	CPT 1333	Script Programming	IST 2324
C Programming Language	IST 2374	System Maintenance	CNT 2423
Web & Program Concepts	IST 1154		
Total	19 hrs.	Total	17 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
Java Programming	IST 1714	System Analysis & Design	IST 2314
English Composition I	ENG 1113	iOS Application Development	IST 2494
Client Installation & Configuration	IST 1213	College Algebra	MAT 1313
Social/Behavioral Science	3	Humanities/Fine Arts	3
Public Speaking I	SPT 1113		
Total	16 hrs.	Total	14 hrs.

**An AAS Degree may be earned at this point.**

**Software Engineering Technology** is a program which offers training in the design of coding and testing of business applications; network management; and computer system operations. Opportunities for students with expertise in SET include industries such as health care, manufacturing, telecommunications, and computer consulting. An Associate of Applied Science degree is earned upon completion of the SET curriculum. Successful completion of the first year entitles a student to a Technical Certificate in Software Operations. Students enrolling in the SET program must meet the general admission requirements of HCC; however, an ACT score of 18 is recommended for students considering this program.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

## **Maintenance Technology (Grenada Campus)**

### **First Year**

First Semester		Second Semester	
Power Machinery I	MST 1114	Prin/Hydraulics & Pneu	IMM 1313
Blueprint Reading	MST 1413	Adv. Blueprint Reading	MST 1423
Ind Elec/Ind Maint Mech	IMM 1814	Adv. Elec/Maint Mech	IMM 1823
Manufacturing Skills	IMM 1933	Auto Man Controls	ROT 2413
Machine Tool Math.	MST 1313	Comm/Ind Wiring	IMM 1143
Total	17 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

### **Second Year**

First Semester		Second Semester	
English Composition I	ENG 1113	Public Speaking I	SPT 1113
**College Algebra	MAT 1313	Humanities/Fine Arts	3
Social/Behavioral Science	3	*Approved Electives	9
*Approved Electives	6	Principles/CAD	ENT 1313
Total	15/19 hrs.	Total	18 hrs.

**An AAS Degree may be earned at this point.**

**Maintenance Technology** program offers both a Technical certificate and an associate degree (AAS) option that provide individuals with the basic skills and concepts necessary to install, operate, maintain, and repair electrical, mechanical, and automated systems and equipment in large commercial, medical, institutional, and industrial workplaces. By obtaining the associate degree, graduates gain a competitive edge by also being prepared to manage resources and plan for the future. The number of elective hours in the second year, as well as the availability of online or hybrid course offerings, allows a student seeking an associate degree to tailor courses to meet his/her specific career goals.

**\*Approved Electives:**

EET 1114, EET 1123, ELT 1413, ELT 2613, ELT 2623, ENT 1113, ENT 1154, ENT 2263, ENT 2273, ENT 2323, IMM 1913, IMM 192(1-6), INT 1214, INT 2114, MST 1613, MFT 2913, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Any other technical or academic course approved by the advisor.

**\*\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.**

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

**Occupational Therapy Assistant Technology  
(Ridgeland Campus)**

**Anatomy & Physiology I & II (BIO 1514/1524 or 2514/2524) are  
required prerequisites for the program**

**First Year**

First Semester		Second Semester	
Found/Occ. Therapy	OTA 1113	English Composition I	ENG 1113
Path/Psychiatric Cond.	OTA 1213	Path/Physical Disability	OTA 1223
**Medical Terminology	OTA 1121	Kinesiology	OTA 1314
Therapeutic Anatomy	OTA 1132	Pathology of Orthopedic	
Group Process	OTA 1513	Conditions	OTA 1243
*College Algebra	MAT 1313	Pathology of Developmental	
Occupational Therapy		Conditions	OTA 1233
Skills I	OTA 1423		
Total	18 - 22 hrs.	Total	16 hrs.

**Summer Semester**

Fieldwork IA	OTA 1913
Occupational Therapy Skills II	OTA 1433
Healthcare Systems	OTA 2812
Therapeutic Media	OTA 1413
Public Speaking I	SPT 1113
Total	14 hrs.

**Second Year**

First Semester		Second Semester	
Fieldwork IB	OTA 2935	Fieldwork Level IIA	OTA 2946
Occupational Therapy		Fieldwork Level IIB	OTA 2956
Skills III	OTA 2443	Occupational Therapy	
Concepts in Occupational		Transitions II	OTA 2971
Therapy	OTA 2714	Humanities/Fine Arts	3
Occupation Therapy			
Transitions I	OTA 2961		
Human Growth & Dev	EPY 2533		
Total	16 hrs.	Total	16 hrs.

**An AAS Degree may be earned at this point.**

\*MAT 1233 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

\*\*May substitute a previous medical terminology course (example: BOT 1613 or 1623.)

The Holmes Community College **Occupational Therapy Assistant Program** is designed to develop competent, ethical, and professional entry level Occupational Therapy Assistants to provide services for persons, organizations, and populations to promote health and participation through engagement in occupation. The academic and clinical opportunities provided by the program to the students are to achieve competency in written, oral and interpersonal communication, to demonstrate a thorough understanding of the OTR/COTA approach to client treatment, to implement effective treatment for clients throughout the life span, and to participate in the management of occupational therapy services.

The OTA program is five consecutive semesters designed to prepare the OTA student with entry level skills. A student must achieve a grade of 78 on current semester OTA courses before advancing to the next semester. Students are provided with Level I and II fieldwork experiences to facilitate the transition of learning from the classroom to the clinical setting. Students will be responsible for travel expenses during completion of fieldwork experiences. Students must complete all graduation and fieldwork requirements within 9 (nine) months following the completion of the didactic portion of the program. Graduates of the OTA program are awarded an Associate of Applied Science Degree.

### **Program Accreditation Status**

The Holmes Community College Occupational Therapy Assistant Program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 662- AOTA, and its Web address is [www.acoteonline.org](http://www.acoteonline.org).

### **Professional Certification**

Graduates of the Occupational Therapy Assistant Program are awarded the Associate of Applied Science Degree. Graduates from this accredited program are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant. This examination is administered by the National Board of Certification of Occupational Therapy (NBCOT). The National Board for Certification in Occupational Therapy has provided a direct link to access result data for Occupational Therapy Assistant programs-<https://secure.nbcot.org/data/schoolstats.aspx>. NBCOT is located at 12 South Summit Avenue, Suite 100, Gaithersburg, MD 20877-4150. NBCOT's telephone number is (301) 990-7979, and its Web address is [www.nbcot.org](http://www.nbcot.org).

## **Requirements for the Associate of Applied Science Degree (AAS) Occupational Therapy Assistant Technology Program**

The student will complete the prescribed set of courses for the Occupational Therapy Assistant Technology Program as identified in the program course sequence and course descriptions. The student's cumulative quality point average must be at least a 2.0 to receive the AAS Degree.

### **Occupational Therapy Assistant Technology Admissions Policy**

1. A student planning to enter the Occupational Therapy Assistant Technology Program at Holmes Community College must complete an HCC web-based Admissions Application and complete an OTA application packet.
2. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken on or after October 1989.
3. Applicants must have a minimum cumulative GPA of 2.0 to be considered for selection.
4. Completion of both Anatomy & Physiology I & II (BIO 1514/1524 or BIO 2514/2524) with a minimum grade of C in lab and lecture portion of the courses is a pre-requisite for applying to the program.
5. The applicant will be required to complete a minimum of 8 hours of volunteer work in health care or community-based occupational therapy settings. Additional hours are at the discretion of the student. However, additional volunteer hours would enhance the applicant's dedication and interest to the health care field.
  - a. Volunteer hours must be documented on the forms provided in the application packet with appropriate signatures.
  - b. Volunteer hours must be performed in at least two different occupational therapy settings.
6. The student will submit two reference forms completed by an employer, teacher, or other professional. The reference forms are provided in the application packet.
7. After acceptance in the program, OTA students must provide documentation of the following: complete physical exam, TB skin test record, initiation of Hepatitis B vaccination series or declination form, drug screen. Students must also pass a criminal background check. Students are responsible for fees associated with these requirements.

8. Acceptance into the Occupational Therapy Assistant Program at Holmes Community College, Ridgeland Campus, is selective and competitive based on a point system comprised of ACT Score, College Credit, College Degree(s), Interview Score and Essay Score. The ACT score considered is the composite score. The College Credit for academic performance utilizes the grades earned for the following courses: Anatomy & Physiology I & II, English Composition I & II, General Psychology, Human Growth & Development, College Algebra, Public Speaking, and an academic computer course. Credit toward selection will also be awarded for college degrees earned from regionally-accredited colleges. The top applicants (based on the point system outlined above) will be required to complete an interview conducted by the admissions committee. The interview will assess:
  - a. Verbal and nonverbal communication skills
  - b. Knowledge of the field of Occupational Therapy
  - c. Knowledge of the role of the Occupational Therapy Assistant
  - d. Professional appearanceFollowing the interview, applicants will be required to complete an essay for analysis of grammar, spelling and college-level writing skills. The interview and essay scores will be used to finalize the selection process.
9. A felony conviction may impede one's placement for fieldwork and/or eligibility for certification and credentialing.

## Paralegal Technology (Ridgeland Campus)

### First Year

First Semester		Second Semester	
Introduction to Law	LET 1113	Legal Writing	LET 1713
Family Law	LET 1513	Wills and Estates	LET 1523
Contracts	LET 2343	Civil Litigation I	LET 2313
Law Office Management	LET 2633	Civil Litigation II	LET 2333
Legal Research	LET 1213	Torts	LET 2323
Total	15 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

### Second Year

First Semester		Second Semester	
*English Composition I	ENG 1113	*Public Speaking I	SPT 1113
*Humanities/Fine Arts	3	*Social/Behavioral Science	3
Real Property I	LET 2453	*College Algebra	MAT 1313
Criminal Justice Elective	3	<b>OR</b> Natural Science w/Lab	4
Bankruptcy Law	LET 2523	Special Problems	LET 2913
<b>OR</b> Work-Based Learning	WBL 1913	Real Property II	LET 2463
Total	15 hrs.	Total	15-16 hrs.

**An Advanced Technical Certificate may be earned at this point.**

**\*An AAS may be earned at this point for successful completion of these academic courses in addition to the technical courses.**

**Paralegal Technology** is designed to prepare a person for entry-level employment as a paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology requires courses in the career- technical core, designated areas of concentration, and the academic core. The program offers a Technical certificate, an Advanced Technical Certificate and an AAS degree. The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Paralegal (CP) Exam Sections. Additional research data used in the development of this publication was collected from a review of related literature and from surveys of local experts in business, industry, and education.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

## Physical Therapist Assistant (Grenada Campus)

### First Year

Spring (1st) Semester		Summer (2nd) Semester	
*English Composition I	ENG 1113	*Anatomy & Physiology II	BIO 2524
*Anatomy & Physiology I	BIO 2514	Seminar II	PTA 1922
Fund/Concepts of PT	PTA 1123		
Kinesiology	PTA 1314		
Fund/Skills for PTA	PTA 1213		
Seminar I	PTA 1912		
Total	19 hrs.	Total	6 hrs.

Fall (3rd) Semester	
*General Psychology I	PSY 1513
Therapeutic Modalities	PTA 1223
Ther/Exer & Rehab I	PTA 1324
Electrotherapy	PTA 2234
PTA Practicum I	PTA 1131
*Public Speaking I	SPT 1113
Total	18 hrs.

### Second Year

Spring (4th) Semester		Fall (5th) Semester	
*Humanities/Fine Arts	3	Clinical Education II	PTA 2423
Clinical Education I	PTA 2413	Clinical Education III	PTA 2433
Medical Cond/ Rel Path	PTA 2513	Clinical Education IV	PTA 2443
Ther/Exer & Rehab II	PTA 2334	Phys Therapy Seminar	PTA 2523
Seminar III	PTA 2912		
Total	15 hrs.	Total	12 hrs.

**An AAS Degree may be earned at this point.**

\*This is a required course for completion of the AAS degree that will count toward class selection if a final grade of C or higher is submitted by the deadline for program application. This course is not a program prerequisite. Please note that only BIO 2514 and 2524 meet the A & P requirements for this program. If a student took A & P at another college, he/she must be sure that the courses will articulate to Holmes' BIO 2514 & 2524. Other A & P courses will not be accepted to count towards class selection or PTA graduation requirements.



Please note that BOT 1613-Medical Terminology I, BOT 1623-Medical Terminology II, MAT 1313-College Algebra, and ENG 1123-English Composition II will count toward class selection if a final grade of C or higher is submitted by the deadline for program application. The medical terminology classes, College Algebra, and English Composition II are not program pre-requisites and are not required to receive the AAS degree.

**The Physical Therapist Assistant (PTA)** program curriculum is a two-year program of study that prepares students to work within the practice of physical therapy under the supervision of a physical therapist. PTAs are employed in hospitals, clinics, rehabilitation centers, extended care facilities, home health agencies and other health care settings. Admission to the program at Holmes Community College is selective and competitive. Upon satisfactory completion of the program, students are awarded the Associate of Applied Science Degree. Graduates of an accredited program may be eligible to take the national physical therapy exam for PTAs, which is an essential part of the licensing process.

The PTA program is a five consecutive semester program designed to prepare PTA students with entry level skills. A student must achieve a grade of 78 on current semester PTA courses before advancing to the next semester. Students are also provided clinical experiences to facilitate the transition of learning from the classroom to the clinical setting. Students will be responsible for travel expenses during completion of fieldwork experience. Graduates of the PTA program are awarded an Associate of Applied Science Degree.

### **The PTA Program Accreditation Status**

Effective November 25, 2015, Holmes Community College-Grenada Campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Correspondence to CAPTE:

CAPTE  
C/O Accreditation Department  
American Physical Therapy Association (APTA)  
1111 North Fairfax Street  
Alexandria, Virginia 22314  
Phone Number: 703-684-2782  
Website: [www.capteonline.org/accreditation@apta.org](http://www.capteonline.org/accreditation@apta.org)

## **PTA Student Certification and Licensure**

Graduates of the PTA Program are awarded the Associate of Applied Science Degree. Once the PTA Program is accredited, graduates will be eligible to sit for the national certification examination for the Physical Therapist Assistant which is administered by the Federation of State Boards of Physical Therapy (FSBPT).

FSBPT

124 West Street South, 3<sup>rd</sup> floor

Alexandria, VA 22314

Phone: 703-299-3100

After successful completion of the exam, the individual will be a licensed Physical Therapist Assistant (PTA). Most states require licensure in order to practice. The state of Mississippi does require a license to practice as a Physical Therapist Assistant. A new graduate may be permitted to work as a Physical Therapist Assistant with a limited/temporary permit from the Mississippi State Board of Physical Therapy. This permit is considered valid until the results of the first national examination after graduation are received. If the graduate passes the examination, a permanent license is granted. If the graduate does not pass, the limited/temporary permit to work as a PTA is revoked until the graduate receives a passing grade on the national licensure examination.

### **Requirements for the Associate of Applied Science Degree (AAS)**

The student must complete the Physical Therapist Assistant Program with a minimum quality point average of 2.0 on the prescribed coursework to receive the AAS.

### **Physical Therapist Assistant Application & Admission**

The Holmes Community College Physical Therapist Assistant program in Grenada will accept one class per year in the spring semester on a competitive, selective basis.

The applicant must first meet the same general admission requirements as those required for all applicants to Holmes Community College. Prior to actually applying for the Physical Therapist Assistant (PTA) program, a student must meet the following admissions requirements:

- Submit a completed application for admission to Holmes Community College.
- Have official verification of a minimum ACT score of 12 if taken before October 1989 or 16 if taken on or after October 1989 on file with the Office of Admissions & Records at Holmes Community College.

Once the student meets the above requirements, he/she should follow the instructions on the web for accessing and completing the PTA application. Requirements for applying to the PTA program that must be met by the posted deadline are the following:

- Complete the PTA application (Available February 1 via the Holmes website for the next January class).
- Provide official documentation of a high school diploma or a

- GED certificate to the Holmes Office of Admissions & Records.
- Provide official transcripts from all schools and/or colleges attended to the Holmes Office of Admissions & Records.

*Please note that although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative grade point average of 2.0 to be considered for the program.*

When a student successfully submits a PTA application prior to the posted deadline, he/she will be able to download information concerning additional requirements that must be met by the next deadline.

After the deadline for the submittal of additional requirements has passed, applicants with the strongest applications (as based on the standardized evaluation tool) will be scheduled for face-to-face interviews. Following the interviews, the class will be selected.

After notification of class acceptance, the student will be required to provide documentation of the following prior to the start of the program:

1. passage of a physical examination per Health Examination Report (form to be provided by instructor)\*
2. current certification of CPR Healthcare Provider C\*
3. passage of a healthcare criminal background check\*
4. passage of a drug screening\*
5. current and complete immunization record\*
6. receipt and understanding of the minimum technical standards for PTA
7. receipt and understanding of the standards for program progression and graduation, attendance, etc. as detailed in the student handbook

\*The student will be responsible for fees or costs associated with these requirements. Information concerning these requirements will be provided after class selection and/or during the mandatory orientation session. The student handbook will be provided during the mandatory orientation session.

*Please note that because a criminal conviction may prohibit a student from participating in clinicals and/or taking the required national licensure exam after graduation to practice as a PTA, a felony conviction or disqualifying event on the background check arranged by the PTA staff will likely disqualify the applicant from gaining program entry.*

### **Non-Student Complaints**

Non-students should submit programmatic complaints in writing (hand-written/signed or electronically submitted/signed) to the PTA program director. If satisfactory resolution is not reached, the non-student complaint may be submitted to the Director of Career and Technical Programs, Grenada Campus. The director may involve additional personnel or administration to reach resolution. Non-students who have issues regarding non-discrimination, compliance, and institutional policies and procedures will be encouraged to follow the processes outlined in the institutional district bulletin. A copy of the complaint will be maintained in the program director's office. Complaints that are submitted anonymously are not considered to be formal complaints and no formal action will be taken. However, these anonymous complaints will be kept in a file in the program director's office.

## Precision Machining Technology (Grenada Campus)

### First Year

First Semester		Second Semester	
Power Machinery I	MST 1114	Power Machinery II	MST 1124
Precision Layout	MST 1613	Prin/Hydraulics & Pneu	IMM 1313
Blueprint Reading	MST 1413	Adv Blueprint Read	MST 1423
Machine Tool Math	MST 1313	*Approved Electives	6
Manufacturing Skills	IMM 1933		
Total	16 hrs.	Total	16 hrs.

**A Technical Certificate may be earned at this point**

### Second Year

First Semester		Second Semester	
English Composition I	ENG 1113	Public Speaking I	SPT 1113
**College Algebra	MAT 1313	Humanities/Fine Arts	3
CNC Operations I	MST 2714	Social/Behavioral Science	3
Power Machinery III	MST 2134	Power Machinery IV	MST 2144
		CNC Operations II	MST 2724
Total	14/18 hrs.	Total	17 hrs.

**An AAS Degree may be earned at this point.**

**Precision Machining Technology** leading to a Technical Certificate or AAS, is a program that provides individuals with the skills to fabricate and/or repair metal products using a variety of metalworking equipment and processes. Students enrolled in our machining program are prepared to enter the work force as an entry-level machinist. This involves learning the skills and techniques needed to interpret blueprints, set up manual machines, perform basic and advanced machining operations, and make decisions to insure that work quality is maintained. Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

\*Approved Electives: DDT 2273, EET 1114, 1123, ELT 1413, 2613, 2623, ENT 1114, 1154, 2323, 2263, IMM 1913, 192(1-6), INT 1214, 2114, MFT 2913, MST 291(1-3), WBL 191(1-3), 192(1-3). (WBL not to exceed 6 hours for graduation) Any other technical or academic course approved by the advisor.

\*\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

**Surgical Technology  
(Grenada Campus & Ridgeland Campus)**

**Option One - 12 Month Program**

<b>First Year</b>			
First Semester			Second Semester
Fund/Surgical Tech	SUT 1113	Basic & Related Surgical	
Principles of Surgical		Procedures	SUT 1518
Techniques	SUT 1216	Specialized Surgical	
Surgical Anatomy	SUT 1314	Procedures	SUT 1528
Surgical Microbiology	SUT 1413		
English Composition I	ENG 1113		
Total	19 hrs.	Total	16 hrs.

<b>Summer Term</b>	
Advanced Surgical Procedures	SUT 1538
Total	8 hrs.

**A Technical Certificate may be earned at this point.**

**Option Two - 24 Month Program**

<b>Second Year</b>			
First Semester			Second Semester
Public Speaking I	SPT 1113	Microbiology	BIO 2924
Humanities/Fine Arts	3	Social/Behavioral Science	3
*College Algebra	MAT 1313	**Approved Electives	6
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
**Approved Elective	3		
Total	16 hrs.	Total	17 hrs.

**An AAS Degree may be earned at this point.**

\*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

\*\*Approved Electives: BIO 1134, BIO 1144, BOT 1613, BOT 1623, CHE 1213 with CHE 1211, CPT 1113, EPY 2513, EPY 2523, EPY 2533, FCS 1253, HPR 1213, HPR 1223, HPR 2213, PSY 1513, SOC 2113, SOC 2143, SUT 1703

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

**Surgical Technology** is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant & circulators.

The Surgical Technology Program offers classroom and clinical experiences for the entry-level surgical technologist which includes courses in aseptic technique, operative procedures, patient care, anatomy and physiology, microbiology, pharmacology, medical terminology, medical/legal aspects, technological sciences (computer, electricity & robotics), and related general education to help the student fulfill his/her role as an important, knowledgeable member of the surgical team.

The goal of the Surgical Technology Program at Holmes College is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Further, the Surgical Technology Department will provide students with the opportunity to develop skills and knowledge necessary to gain employment as a surgical technologist and become a contributing member of the healthcare team.

Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA), to take the Surgical Technologist Certifying Examination to become a Certified Surgical Technologist.

Successful completion of any semester of study must include 75% mastery of each subject in order to progress to the next semester. Some courses may require training at local clinical facilities. Graduation requirements include completion of the prescribed clock hours as mandated by the Mississippi Community College Board. The Surgical Technologist Program at Holmes Community College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The address for the commission is as follows:

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350

The Surgical Technology Department provides surgical technologists to meet the needs of hospitals and other health facilities in the nine-county district of Holmes Community College as well as surrounding counties. The program provides education in the applied roles of all aspects of surgical technology so graduates are prepared to serve as a member of the surgical team to assist in delivering patient care and to assume appropriate responsibilities before, during and after surgery.

## **Surgical Technology Admission Policy**

The Holmes Community College Surgical Technology program accepts one class per year in the fall semester on a competitive, selective basis.

The applicant must first meet the same general admission requirements as those required for all applicants to Holmes Community College. Prior to actually applying for the Surgical Technology program, a student must meet the following admissions requirements:

- Submit a completed application for admission to Holmes Community College.
- Be at least 18 years of age.
- Have official verification of a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989, on file with the Office of Admissions & Records at Holmes Community College.

Once the student meets the above requirements, he/she should follow the instructions on the web for accessing and completing the Surgical Technology application. Requirements for applying to the Surgical Technology program that must be met by the posted deadline are the following:

- Complete the Surgical Technology application.
- Provide official documentation of a high school diploma or a GED certificate to the Holmes Office of Admissions & Records.
- Provide official transcripts from all schools and /or colleges attended to the Holmes Office of Admissions & Records. Please note that although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative grade point average of 2.0 to be considered for the program.

When the deadline for Surgical Technology applications closes, an admissions committee will review test scores and records for all eligible applicants and screen the applicants utilizing a standardized evaluation form.

After notification of class acceptance, the student will be required to provide documentation of the following prior the start of the program:

1. passage of a physical examination per Health Examination Report (form to be provided by instructor)\*
2. current certification of CPR Healthcare Provider C\*
3. passage of a healthcare criminal background check\*
4. passage of a drug screening\*
5. current and complete immunization record\*

\*The student will be responsible for fees or costs associated with these requirements. Information concerning these requirements will be provided after class selection and/or during the mandatory orientation session.

## **CAREER EDUCATION**

Career Education students acquire the knowledge and skills which will enable them to successfully enter and compete in the world of work. Specific occupational training is offered, having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

All career programs operate under program-specific technical standards. A Career Certificate is awarded upon successful completion of these programs.

### **CAREER EDUCATION PROGRAMS**

<b>Programs and Locations</b>	<b>Goodman Campus</b>	<b>Grenada Campus</b>	<b>Ridgeland Campus</b>
Cosmetology	X		
Practical Nursing	X	X	X
Welding & Cutting Technology	X	X	X



## **Cosmetology (Goodman Campus)**

### **First Year**

First Semester		Second Semester	
Cosmetology Orientation	COV 1122	Cosmetology Sciences II	COV 1255
Cosmetology Sciences I	COV 1245	Salon Business I	COV 1722
Hair Care I	COV 1426	Hair Care II	COV 1436
Skin Care I	COV 1622	Skin Care II	COV 1632
Nail Care I	COV 1522	Nail Care II	COV 1532
Total	17 hrs.	Total	17 hrs.

### **Summer Term**

#### Third Semester

Cosmetology Sciences III	COV 1263	Nail Care III	COV 1542
Hair Care III	COV 1443	Salon Business II	COV 1732
Skin Care III	COV 1642	Total	12 hrs.

### **A Career Certificate may be earned at this point.**

This course trains students to become proficient in hairstyling, manicuring, facials, scalp treatments, and all phases of beauty culture. During instruction, emphasis is placed on hygiene and good grooming, sanitation, state laws, customer relations and salon management. The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semesters indicated, some courses within a semester are prerequisite to other courses within the same semester. This course is approved by the Mississippi Board of Cosmetology. A student who completes this course is issued a certificate and may apply to take the State Cosmetology Board exam to become licensed in Mississippi.

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.

In addition to meeting the admission requirements for Holmes Community College, students applying to the cosmetology program must meet the requirements for prior educational credit as established by the MS State Board of Cosmetology for the state licensure exam. In order for prior education (typically a diploma from a regionally-accredited high school or an official GED) to be verified, applicants must submit copies of their transcripts (high school and/or college) to the cosmetology program instructor by August 1. Only applicants whose education is accepted by the State Board of Cosmetology will be eligible to enter the program. Transcripts may be mailed to the Holmes CC Cosmetology Department, PO Box 409, Goodman, MS 39079.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.*

## Practical Nursing

### First Year

#### First Semester

Body Structure and Function	PNV 1213
Nursing Fundamentals and Clinical	PNV 1444

Total 17 hrs.

#### Second Semester

Adult Health Nursing Concepts & Clinical	PNV 1682
IV Therapy & Pharmacology	PNV 1524

Total 16 hrs.

### Summer Term

Nursing Transition	PNV 1914
Specialty Areas/Nursing	PNV 1728

Total 12 hrs.

### A Career Certificate may be earned at this point.

**PROGRAM DESCRIPTION:** The **Practical Nursing Program** prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist.

Graduates of the three-semester program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination PN (NCLEX).

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the Mississippi Community College Board. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write for the National Council Licensure Examination for Practical Nurses. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook or the web page.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

## Practical Nursing

### \*Area Hospitals/Sites

This is a three-semester program designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first semester offers instruction in orientation to nursing care of clients across the life-span, nursing care of selected clients, and body structure and function. The remaining semester of training provide instruction and clinical experience for clients experiencing an alteration in health, the pediatric client, the maternal/newborn client, and the psychiatric client. Intensive preparation for the State Board Examination and transitioning from student to employee is provided in the third semester. A certificate is awarded upon completion of the course.

\*Ridgeland, Grenada, Goodman

## Practical Nursing

### Admission Policy

Admission requirements to be met **before** a student is considered for selection are (1 - 3 below):

1. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
2. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken in October 1989 or after with a minimum composite score of 12 on the ACT reading & math subtests.
3. Although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative GPA of 2.0 to be considered for selection.
4. After notification of acceptance, the student will be required to provide current certification of Healthcare Provider CPR and to pass a physical examination, a Healthcare Criminal Background Check, and a drug screening prior to entering the program.

The applications for the Practical Nursing Program should be available online at [www.holmescc.edu](http://www.holmescc.edu) on January 15 for the next program year.

**LPN Preparation:** For those students who fail to be admitted or who wish to enhance their chances of being admitted, the following sample year curriculum as a General College Studies major shows those classes (marked with \*asterisk) which offer points in the Practical Nursing selection process if completed with a grade of B or higher.

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	*Nutrition	BIO 1613
*Anatomy & Physiology I	BIO 2514	*Anatomy & Physiology II	BIO 2524
*Medical Terminology I	BOT 1613	*Human Growth & Dev	EPY 2533
Improve of Study	LLS 1413	*Medical Terminology II	BOT 1623
Total	16 hrs.	Total	16 hrs.

## **Welding and Cutting Technology**

### **First Semester**

Shielded Metal Arc Welding I (SMAW)	WLT 1115
Gas Metal Arc Welding (GMAW)	WLT 1124
Introduction to Welding and Safety	WLT 1173
Shielded Metal Arc Welding II	WLT 1225

Total 17 hrs.

### **Second Semester**

Blueprint Reading, Welding Symbols, & Metallurgy	WLT 1232
Gas Tungsten Arc Welding (GTAW)	WLT 1135
Flux Cored Arc Welding (FCAW)	WLT 1143
Cutting Processes	WLT 1313
Pipe Welding	WLT 1154

Total 17 hrs.

**A Career Certificate may be earned at this point.**

PROGRAM DESCRIPTION: The **Welding and Cutting Technology** program prepares students for entry level employment in the field of welding and cutting.

*Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/ or reading.*

# ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

## ACCOUNTING

### **ACC 2213 – Principles of Accounting I (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher).**

Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. Three lectures. Three hours credit.

### **ACC 2223 – Principles of Accounting II (Prerequisite: ACC 2213).**

A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three lectures. Three hours credit

## ARMY

### **AMR 111(2-3) – Foundations of Officership Lecture & Lab.**

Introduction to the personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and physical training. One to three lecture(s). One hour laboratory. Two to three hours credit.

### **AMR 112(2-3) – Basic Leadership and Lab.**

Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training. One to three lecture(s). One hour laboratory. Two to three hours credit.

**AMR 2113 – Individual Leadership Studies Lecture and Lab.**

Developing effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training. Two lectures. Two hours laboratory. Three hours credit.

**AMR 2123 – Leadership and Teamwork.**

An application of leadership skills with an emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training. Two lectures. Two hours laboratory. Three hours credit.

## **ART**

**ART 1113 – Art Appreciation**

A course designed to provide an understanding and appreciation of the visual arts. Three lectures. Three hours credit.

**ART 1313 – Drawing I.**

Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation, and synthesis of these components to create an organized visual expression. Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed. Six lab hours. Three hours credit.

**ART 1323 – Drawing II (Prerequisite: ART 1313).**

Continuation of rendering skills introduced in Drawing I with emphasis on color, composition, and creative expression. Required for art majors. Six lab hours. Three hours credit.

**ART 1433 – Design I.**

To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/ methodology involving black and white design problems which apply principles and elements of visual design. Six lab hours. Three hours credit.

**ART 1443 – Design II.**

To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Six lab hours. Three hours credit.

**ART 1453 – Three Dimensional Design.**

To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Six lab hours. Three hours credit.

**ART 1913 – Art for Elementary Teachers.**

Development of essential concepts of children's art education in compliance with the ***National Standards for Arts Education***. Three lectures. Three hours credit.

**ART 2513 – Painting I.**

Techniques used in painting media in a variety of subject matter. Six lab hours. Three hours credit.

**ART 2523 – Painting II.**

Advanced problems in painting media. Six lab hours. Three hours credit.

**ART 2613 – Ceramics I.**

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. Six lab hours. Three hours credit.

**ART 2713 – Art History I.**

Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three lectures. Three hours credit.

**ART 2723 – Art History II.**

A survey of historical background of art forms from Renaissance to present with special emphasis on contemporary expressions. Three lectures. Three hours credit.

## **BIOLOGY**

**BIO 1114 – Principles of Biology I.**

A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1124 – Principles of Biology II.**

A combined lecture and laboratory course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1134 – General Biology I (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher).**

A combined lecture and laboratory course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and function, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1144 – General Biology II (Prerequisite: BIO 1134).**

A combined lecture and laboratory course for science majors that reinforces concepts introduced in BIO 1134-General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. The lab reinforces the principles introduced in the lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1534 – Survey of Anatomy & Physiology.**

A combined lecture and laboratory course covering essential principles of human anatomy and physiology including basic chemistry, cell and tissue studies, and an overview of all the body systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1613 – Nutrition (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher).**

A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers. Three lectures. Three hours credit.

**BIO 2414 – Zoology I (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher).**

A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture class. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2424 – Zoology II (Prerequisite: BIO 2414).**

A combined lecture and laboratory course that includes in-depth studies of vertebrate taxonomy and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.



**BIO 2514 – Anatomy and Physiology I (Prerequisite: ACT Composite of 18 or BIO 1134).**

A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2524 – Anatomy and Physiology II (Prerequisite: BIO 2514).**

A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of the human endocrine, cardiovascular, lymphatic & immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2924 – Microbiology (Prerequisite: BIO 1134 or higher).**

A combined lecture and laboratory course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Three lectures. Two hours laboratory. Four hours credit.

## **BUSINESS ADMINISTRATION**

**BAD 1113 – Introduction to Business.**

This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three lectures. Three hours credit

**BAD 1121 – Business Seminar I.**

This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions which include student participation and guest speakers. One lecture. One hour credit.

**BAD 1313 – Business Mathematics.**

Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. Three lectures. Three hours credit.

**BAD 2213 – Introduction to Marketing.**

This course is an introduction to the principles of marketing. Topics include history of marketing, the marketing process and the four P's. Three lectures. Three hours credit

**BAD 2323 – Business Statistics. (Prerequisite: MAT 1313 or appropriate placement score for MAT 1613).**

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Topics include: central tendency and dispersion; probability; discrete and continuous distributions; estimation and hypothesis testing. Three lectures. Three hours credit

**BAD 2413 – The Legal Environment of Business.**

An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. Three lectures. Three hours credit

**BAD 2513 – Introduction to Management. (This is considered an upper-level course at some universities and may not transfer).**

This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three lectures. Three hours credit.

**BAD 2523 – Personal Financial Management.**

This course deals with an individual's optimal management of personal income and expenditures over a lifetime to best meet the needs of his/her financial objectives. The course focuses on the areas of budgeting, insurance, borrowing and credit purchases, home ownership, investment, taxes, and family financial planning. Three lectures. Three hours credit.

**BAD 2533 – Computer Applications in Business & Industry (Prerequisite: Keyboarding Skills).**

This course is an introduction to business application software. This software includes the components of an information system: spreadsheets, presentation graphics, database management, and word processing. Data entry and retrieval, records management, and electronic communications are skills taught in this course. Three lectures. Three hours credit.

**BAD 2813 – Administrative Communications (Prerequisite: ENG 1113).**

A study of effective principles and practices of written and oral communications, emphasizing a managerial approach for business and the individual. Three lectures. Three credit hours.

**BAD 2853 – Business Ethics.**

This course is a philosophical exploration of the ethical problems faced in business and how to recognize, analyze, and implement ethical solutions within the multi-valued contexts of the various fields of today's business environment. Three lectures. Three credit hours.

## **BUSINESS & OFFICE ADMINISTRATION**

**BOA 1413 – Keyboarding.**

This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writing. Three lectures. Three hours credit.

**BOA 2533 – Word Processing.**

This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Three lectures. Three hours credit.

**BOA 2553 – Desktop Publishing.**

This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Three lectures. Three hours credit.

## **CHEMISTRY**

**CHE 1114 – Chemistry Survey (Co-requisite: MAT 1233 or higher or placement score for MAT 1313 or higher).**

A combined lecture and laboratory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**CHE 1211 – General Chemistry Laboratory I (Pre/Co-requisite: CHE 1213).**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213-General Chemistry I (Lecture). Must be taken concurrently in phase with the lecture sequence or after the lecture has been completed. Three hours laboratory. One hour credit.

**CHE 1213 – General Chemistry I (Co-requisite: MAT 1313 or appropriate placement in a higher level math course).**

A lecture course that covers the fundamental principles of chemistry and their applications. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Three lectures. Three hours credit.

**CHE 1221 – General Chemistry Laboratory II (Prerequisite: CHE 1211 & 1213. Pre/Co-requisite: CHE 1223).**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223-General Chemistry II (Lecture). Must be taken with the lecture sequence or after finishing the lecture sequence. Three hours laboratory. One hour credit.

**CHE 1223 – General Chemistry II (Prerequisite: CHE 1213).**

A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Three lectures. Three hours credit.

**CHE 2424 – Organic Chemistry I (Prerequisite: CHE 1223).**

A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and spectroscopy. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Three lectures. Three hours laboratory. Four hours credit.

**CHE 2434 – Organic Chemistry II (Prerequisite: CHE 2424).**

A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds, with emphasis on reactions and their mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Three lectures. Three hours laboratory. Four hours credit.

## **COMPUTER SCIENCE**

**CSC 1113 – Computer Concepts.**

A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three lectures. One hour laboratory. Three hours credit.

**CSC 1123 – Computer Applications I. (Prerequisite: Minimum typing skills of 20 wpm & MAT 0124 or higher or placement score for MAT 1233 or higher).**

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Two lectures. Two hours laboratory. Three hours credit.

**CSC 1613 – Computer Programming I (Prerequisite: MAT 1313 or higher or placement score for MAT 1323 or higher).**

Introduction to problem-solving methods and algorithm development; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. Course has lecture and lab components. Three hours credit.

**CSC 2623 – Computer Programming II (Prerequisite: CSC 1613).**

Continuation of the object-oriented language from CSC 1613 and advanced program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Course has lecture and lab components. Three hours credit.

## **CRIMINAL JUSTICE**

**CRJ 1313 – Introduction to Criminal Justice.**

History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three lectures. Three hours credit.

**CRJ 1323 – Police Administration & Organization.**

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three lectures. Three hours credit.

**CRJ 1343 – Police & Community Relations.**

Current issues between police and community. Role and influence of officer in community relations, tensions and conflict and the problem areas of race and juveniles. Three lectures. Three hours credit.

**CRJ 1353 – Practicum in Criminal Justice (Prerequisite: CRJ 1313).**

Practicum in an approved criminal justice agency under supervision of the agency concerned and the college instructor. A written evaluation is required of the agency. Three hours credit.

**CRJ 1363 – Introduction to Corrections.**

An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three lectures. Three hours credit.

**CRJ 1373 – Introduction to Homeland Security.**

The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international. Three lectures. Three hours credit.

**CRJ 1383 – Criminology.**

The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior. Three lectures. Three hours credit.

**CRJ 2213 – Traffic Law.**

An examination of the role of government in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three lectures. Three hours credit.

**CRJ 2313 – Police Operations.**

A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three lectures. Three hours credit.

**CRJ 2323 – Criminal Law.**

Basic elements of criminal law under the Constitution of the United States, state constitutions, and federal and state statutes. Three lectures. Three hours credit.

**CRJ 2333 – Criminal Investigation.**

Principles of investigation, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews, interrogation, and investigative problems in major crimes. Three lectures. Three hours credit.

**CRJ 2393/4 – Survey of Criminalistics.**

The study of scientific crime detection methods; modus operandi, crime scene search, preservation of evidence, research projects and class participation required. Three/Four lectures. Three/Four hours credit.

**CRJ 2413 – Administration of Criminal Justice.**

A study of the legal concepts and procedures, including laws of arrest and search warrant procedures, beginning with the issuance of legal process to ultimate disposition, including information, indictments, arraignments, preliminary hearings, bail, juries and trial and penal conditions. Three/Four lectures. Three/Four hours credit.

**CRJ 2513 – Juvenile Justice.**

Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three lectures. Three hours credit.

**CRJ 2713 – Foundations of Terrorism.**

Survey of the role of the criminal justice professional in combating terrorism in the modern world. Three lectures. Three hours credit.

**CRJ 2723 – Intelligence Analysis and Security Management.**

This course is designed to develop an understanding of how intelligence assists in maintaining national security, the laws, guidelines, executive directives and oversight relating to intelligence as well as the methodologies used in the intelligence community. Three lectures. Three hours credit.

**CRJ 2733 – Transportation and Border Security.**

This course provides a student with an analysis of issues that concern the protection of the borders of the United States and U. S. policies regarding the safety of the U. S. Transportation System. Three lectures. Three hours credit.

## **ECONOMICS**

**ECO 2113 – Principles of Macroeconomics. (Prerequisite: MAT 0124 or placement test score of MAT 1233 or higher).**

The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, and circular flow of market economies. Three lectures. Three hours credit.

**ECO 2123 – Principles of Microeconomics. (Prerequisite: MAT 0124 or placement test score of MAT 1233 or higher).**

The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structure. Three lectures. Three hours credit

## **EDUCATION**

**EDU 011(1-3) – Praxis Core Academic Skills for Educators.**

Review of basic skills in reading, writing, and mathematics required on the PRAXIS Core Academic Skills for Educators examination. Includes completion of practice examinations. One to three lectures. One to three hours institutional credit. (Not designed to transfer)

**EDU 1613 – Foundations in Education (Prerequisite: ENG 1113).**

Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Includes a minimum of 30 hours field experience. Three lectures. Three hours credit.

## EDUCATIONAL PSYCHOLOGY

### **EPY 2513 – Child Psychology.**

A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial & cognitive development from conception into emerging adolescence. Three lectures. Three hours credit.

### **EPY 2523 – Adolescent Psychology.**

A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Three lectures. Three hours credit.

### **EPY 2533 – Human Growth and Development.**

A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three lectures. Three hours credit.

## ENGINEERING

### **EGR 1113 – Introduction to Engineering.**

This course is designed to provide students with an introduction to engineering as a profession. Students will be familiarized with the various career pathways in engineering as well as planning for success in their chosen field. Three lectures. Three hours credit.

### **EGR 2413 – Engineering Mechanics I (Statics) (Pre/Co-requisite: PHY 2514).**

A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Three lectures. Three hours credit.

### **EGR 2433 – Engineering Mechanics II (Prerequisite: EGR 2413).**

A lecture course that covers kinematics of particles and rigid bodies, kinetics of particles and rigid bodies using force-mass-acceleration, energy, and momentum methods. Three lectures. Three hours credit.

## ENGLISH

### **ENG 0114 – Beginning English and Reading (Prerequisite: Appropriate placement score).**

An integrated course designed to develop basic writing skills and reading strategies. Institutional credit only. Four lectures. Four hours credit. (Not designed to transfer).



**ENG 0124 – Intermediate English and Reading (Prerequisite: ENG 0114 with C or appropriate placement score).**

An integrated course designed to advance students to college level writing skills and reading strategies. Institutional credit only. Four lectures. Four hours credit. (Not designed to transfer).

**ENG 1113 – English Composition I (Prerequisite: ENG 0124 with C or appropriate placement score).**

Prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three lectures. Three hours credit.

**ENG 1123 – English Composition II (Prerequisite: ENG 1113).**

A continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Three lectures. Three hours credit.

**ENG 2133 – Creative Writing I (Prerequisite: ENG 1113).**

Involves reading and writing poetry, short fiction, creative nonfiction, and/or drama. Three lectures. Three hours credit.

**ENG 2143 – Creative Writing II (Prerequisite: ENG 2133).**

A continuation of reading and writing poetry, short fiction, creative non-fiction, and/or drama. Three lectures. Three hours credit.

**ENG 2223 – American Literature I (Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).**

Surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three lectures. Three hours credit.

**ENG 2233 – American Literature II (Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).**

Surveys representative prose and poetry of the United States from Civil War to the present. Three lectures. Three hours credit.

**ENG 2323 – British Literature I (Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).**

Surveys British Literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Three lectures. Three hours credit.

**ENG 2333 – British Literature II (Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).**

Surveys British Literature from the Romantic Period to the present. Three lectures. Three hours credit.

**ENG 2423 – World Literature I (Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).**

Surveys texts representative of global and historical diversity from the ancient world through the early modern world. Three lectures. Three hours credit.

**ENG 2433 – World Literature II (Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).**

Surveys texts representative of global and historical diversity from the Enlightenment Period to the present. Three lectures. Three hours credit.

**ENG 2523 – African-American Literature I (Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).**

Surveys literature of major African-American writers from its Vernacular Tradition to the Harlem Renaissance (1940's). Three lectures. Three hours credit.

**ENG 2533 – African-American Literature II (African-American Literature I is not a prerequisite for this course. Prerequisite: ENG 1113 or ACT English Sub-score of 23 or higher).**

Surveys literature of major African-American writers from the Harlem Renaissance to the present (1940 to the present). Three lectures. Three hours credit.

## **GEOGRAPHY**

**GEO 1113 – World Regional Geography.**

A regional survey of the basic geographic features and major new developments of the nations of the world. Three lectures. Three hours credit.

## **GRAPHICS AND DRAWING**

**GRA 1143 – Graphic Communication I (Co-requisite: MAT 1233).**

Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses to include instrumental drawing, geometric construction, orthographic projection, descriptive geometry/auxiliary drawings, and computer-aided design (CAD) in 2-dimensional and 3-dimensional construction. Two lectures. Two hours laboratory. Three hours credit.

## **HEALTH, PHYSICAL EDUCATION AND RECREATION**

**HPR 1111, 1121, 2111, 2121 – General PE Activities I, II, III, IV.**

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities. Credit for this activity will be given to cheerleaders, dance teams, and other varsity support groups. Four practice sessions. One hour credit.

**HPR 1131, 1141, 2131, 2141 – Varsity Sports I, II, III, IV.**

Participation in basketball (4), football (4), softball (4), cross-country (2), track (2), baseball (4), tennis (4), golf (4), or soccer (4). Open by invitation of instructor. Four practice sessions. One hour credit.

**HPR 1213 – Personal and Community Health.**

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

**HPR 1313 – Introduction to Kinesiology, Health, Physical Education and Recreation.**

Introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

**HPR 1511, 1521 – Team Sports I, II.**

This course focuses on rules, techniques, participation, and equipment in various HCC sports/cheer teams. Two classes. One hour credit.

**HPR 1531, 1541, 2531, 2541 – Individual and Dual Sports I, II, III, IV.**

This course focuses on rules, techniques, participation, and equipment in tennis, archery, marksmanship, or martial arts. Two classes. One hour credit.

**HPR 1551, 1561, 2551, 2561 – Fitness and Conditioning Training I, II, III, IV.**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. A student may earn four hours of credit toward graduation from the HPR 1551 series, and each course level may be taken multiple times. Two classes. One hour credit.

**HPR 1613 – Physical Education in the Elementary School.**

This is a study of the growth and development of children including their interests and tendencies as it relates to elementary physical education. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on creating developmentally appropriate physical education for elementary students. Theory and laboratory. Three lectures. Three hours credit.

**HPR 2213 – First Aid and CPR.**

Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. A non-refundable fee to cover the cost of the Certification Card is charged for this class. Three lectures. Three hours credit.

**HPR 2323 – Recreational Leadership.**

Planning and leadership techniques for conducting organized park and recreation programs for all ages. Three lectures. Three hours credit.

**HPR 242(2-3) – Football Theory.**

Explores the theories, practices, tactics and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two - three lectures. Two - three hours credit.

**HPR 243(2-3) – Basketball Theory**

Explores the theories, practices, tactics and strategies involved in coaching basketball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two - three lectures. Two - three hours credit.

**HPR 244(2-3) – Soccer Theory.**

Explores the theories, practices, tactics and strategies involved in coaching soccer. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two - three lectures. Two - three hours credit.

**HPR 245(2-3) – Baseball Theory.**

Explores the theories, practices, tactics and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two - three lectures. Two-three lectures. Two-three hours credit.

**HPR 249(2-3) – Softball Theory.**

Explores the theories, practices, tactics and strategies involved in coaching softball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two - three lectures. Two - three lectures. Two - three hours credit.

**HPR 2723 – Prevention & Care of Athletic Injuries.**

Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three lectures. Three hours credit.

**HPR 2733 – Introduction to Athletic Training.**

Introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation and competencies with 100 observational/experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors. Three lectures. Three hours credit.

## HISTORY

### **HIS 1113 – Western Civilization I.**

This is a general survey of Western Civilization from ancient times to the mid-seventeenth century. Three lectures. Three hours credit.

### **HIS 1123 – Western Civilization II.**

This is a general survey of Western Civilization since the seventeenth century. Three lectures. Three hours credit.

### **HIS 1163 – World Civilizations I.**

This is a general survey of world history from ancient times to the 1500s. Three lectures. Three hours credit.

### **HIS 1173 – World Civilizations II.**

This is a general survey of world history from the 1500s to modern times. Three lectures. Three hours credit.

### **HIS 2213 – American (U.S.) History I.**

This is a survey of American (US) history to 1877. Three lectures. Three hours credit.

### **HIS 2223 – American (U.S.) History II.**

This is a survey of American (US) history since 1877. Three lectures. Three hours credit.

## HONORS

### **HON 1911, 1921, 2911, 2921 – Honors Forum I, II, III, IV.**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. One lecture. One hour credit.

## HUMANITIES

### **HUM 1113 – Humanities I.**

Provides an overview of history's most memorable achievements spanning the major world civilizations of Africa, the Americas, Asia, Europe, and the Middle East from the Prehistoric Era to the Renaissance. A global perspective is presented through a survey of history, literature, music, philosophy, and the visual arts. Three lectures. Three hours credit.

## **JOURNALISM**

### **JOU 1111, 1121, 2111, 2121 – College Publications I. (Yearbook (*Horizons*) or Newspaper (*The Growl*) I, II, III, IV).**

A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need. Two hours laboratory. One hour credit.

## **LEADERSHIP**

### **LEA 1811 – Leadership & Organization Skills I.**

A study of leadership styles and skills, roles, and functions of officers of organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, the role of a constitution/by-laws, principles of ethics, etiquette, and working with volunteers. One lecture. One hour credit.

### **LEA 1821 – Leadership & Organization Skills II.**

Continued study of LEA 1811, ice breakers; non-verbal communication; the roles of functions in groups; power; time management; stress management; the role of the constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. One lecture. One hour credit.

### **LEA 1911, 1921, 2911, 2921 – Leadership & Communication Skills Development-Recruiting I, II, III, IV.**

This course familiarizes the student with his/her responsibilities as a member of the recruiting/public relations team. It explores leadership skills, communication, and factual information about the college. Through this course the student will be able to function as a representative in recruitment and in public relations. II, III, and IV are a continuation of LEA 1911. One lecture. One hour credit.

### **LEA 2811 – Leadership & Organization Skills III.**

Continued study of LEA 1811 & LEA 1821; Requires full participation in class; experiential roles chairing committees and events; lead decision making techniques; consensus, brain storming; observation and giving feedback to groups on role functions in the group; lead planning and goal setting groups; and presentation of leadership topics. One lecture. One hour credit.

### **LEA 2821 – Leadership & Organization Skills IV.**

A continuation of activities and events of LEA 1811, LEA 1821, & LEA 2821, emphasizing servant leadership. One lecture. One hour credit.

## LEARNING & LIFESKILLS

### **LLS 1313 – Orientation.**

This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments and gives the student guidance in collegiate life. Three lecture. Three hours credit.

### **LLS 1321 – Career Exploration.**

This course is designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. One lecture. One hour credit.

### **LLS 1413 – Improvement of Study.**

This course is designed to aid the student in study skills, promote student success in basic reading and note-taking techniques, critical thinking, time management, test-taking strategies, and listening and memory enhancement. Three lectures. Three hours credit.

### **LLS 1713 – Job Search Skills.**

This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and job attitude. Three lectures. Three hours credit.

## LIBRARY & SCIENCE

### **LIS 1111 – Library Science.**

Introduction to the digital library. One lecture. One hour credit.

## MATHEMATICS

### **MAT 0124 – Beginning Algebra (Prerequisite: Appropriate placement score for MAT 0124).**

A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Four hours lecture. Four hours institutional credit. (Not designed to transfer.)

### **MAT 1233 – Intermediate Algebra (Prerequisite: MAT 0124 with a C or appropriate placement score for MAT 1233).**

The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three lectures. Three hours credit.

**MAT 1313 – College Algebra (Prerequisite: MAT 1233 with a C or appropriate placement score for MAT 1313).**

This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three lectures. Three hours credit.

**MAT 1323 – Trigonometry (Prerequisite: MAT 1313 or appropriate placement score for MAT 1323).**

This course includes trigonometric functions and their graphs; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three lectures. Three hours credit.

**MAT 1333 – Finite Mathematics (Prerequisite: MAT 1313).**

An introduction to sets, functions, matrices, linear programming, and probability with applications in business decision making and behavioral sciences. Three lectures. Three hours credit.

**MAT 1513 – Business Calculus I (Prerequisite: MAT 1313 or appropriate placement score for MAT 1323).**

A study of functions, limits, continuity, derivatives, and their applications to business and economics. Three lectures. Three hours credit.

**MAT 1523 – Business Calculus II (Prerequisite: MAT 1513).**

A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Three lectures. Three hours credit.

**MAT 1613 – Calculus I (Co-requisite: MAT 1323 or appropriate placement score for MAT 1613).**

This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Three lectures. Three hours credit.

**MAT 1623 – Calculus II (Prerequisite: MAT 1613).**

This course includes the following topics: the definite integral; differentiation and integration of transcendental functions; techniques of integration; applications. Three lectures. Three hours credit.

**MAT 1723 – The Real Number System (Prerequisite: MAT 0124 with a C or appropriate placement score for MAT 1233).**

Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three lectures. Three hours credit.



**MAT 1733 – Geometry, Measurement, and Probability (Prerequisite: MAT 1233 with a C or appropriate placement score for MAT 1313).**

Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions; statistics and probability. Three lectures. Three hours credit.

**MAT 2113 – Introduction to Linear Algebra (Prerequisite: MAT 1623).**

This course includes the following topics: systems of linear equations; matrices; Vector spaces; determinants; linear transformation; Eigenvalues and Eigenvectors. Three lectures. Three hours credit.

**MAT 2323 – Statistics (Prerequisite: MAT 1313 or appropriate placement score for MAT 1613).**

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three lectures. Three hours credit.

**MAT 2613 – Calculus III (Prerequisite: MAT 1623).**

This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals; infinite series. Three lectures. Three hours credit.

**MAT 2623 – Calculus IV (Prerequisite: MAT 2613).**

This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces. Three lectures. Three hours credit.

**MAT 2913 – Differential Equations (Prerequisites: MAT 2613 and concurrent enrollment in MAT 2623).**

This course includes the following topics: solution of first and higher order differential equations; existence theorems; Laplace transforms; applications. Three lectures. Three hours credit.

## **MODERN FOREIGN LANGUAGE**

**MFL 1113 – French I.**

An oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Three lectures. Three hours credit.

**MFL 1123 – French II (Prerequisite: MFL 1113).**

Continues MFL 1113 with wider vocabulary and more complex structures and functions. Three lectures. Three hours credit.

**MFL 1213 – Spanish I.**

An oral-aural approach, stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. Three lectures. Three hours credit.

**MFL 1223 – Spanish II (Prerequisite: MFL 1213).**

Continues MFL 1213 with wider vocabulary and more complex structures and functions. Three lectures. Three hours credit.

**MFL 2113 – French III (Prerequisite: MFL 1123).**

Continues MFL 1123 with additional materials of literary and cultural value. Three lectures. Three hours credit.

**MFL 2123 – French IV (Prerequisite: MFL 2113).**

Continues MFL 2113 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Three lectures. Three hours credit.

**MFL 2213 – Spanish III (Prerequisite: MFL 1223).**

Continues MFL 1223 with additional materials of literary and cultural value. Three lectures. Three hours credit.

**MFL 2223 – Spanish IV (Prerequisite: MFL 2213).**

Continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Three lectures. Three hours credit.

**MFL 2513 – Occupational Spanish.**

This course is designed to teach basic oral communication skills for interaction in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical, and Business. Three lectures. Three hours credit.

## **MUSIC APPLIED**

**(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)**

**MUA 1141, 1151, 2141, 2151 – Elective Brass I, II, III, IV.**

Brass instruction for non-brass/music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

**MUA 1172, 1182, 2172, 2182 – Brass for Music Education Majors I, II, III, IV.**

Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. One hour private instruction. Six hours practice. Two hours credit.

**MUA 1241, 1251, 2241, 2251 – Elective Guitar I, II, III, IV.**

Guitar instruction for non-music majors and music education majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature. One hour private instruction. Three hours practice. One hour credit.

**MUA 1272, 1282, 2272, 2282 – Guitar for Music Education Majors I, II, III, IV.**

Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. One hour private instruction. Six hours practice. Two hours credit.

**MUA 1441, 1451, 2441, 2451 – Elective Percussion I, II, III, IV.**

Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

**MUA 1472, 1482, 2472, 2482 – Percussion for Music Education Majors I, II, III, IV.**

Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. One hour private instruction. Six hours practice. Two hours credit.

**MUA 1511, 1521, 2511, 2521 – Class Piano for Music Majors I, II, III, IV.**

Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university. Lab-based instruction. One hour credit.

**MUA 1541, 1551, 2541, 2551 – Piano for Non-Music Majors I, II, III, IV.**

Individual piano instruction for non-music majors. One lesson. Three hours practice. One hour credit.

**MUA 1572, 1582, 2572, 2582 – Piano for Keyboard Majors (Music Education) I, II, III, IV.**

Individual piano instruction including technique, appropriate repertoire, and memorization. One hour private instruction. Six hours practice. Two hours credit.

**MUA 1711, 1721 – Class Voice I, II.**

Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One lesson. Three hours practice. One hour credit.

**MUA 1741, 1751, 2741, 2751 – Voice for Non-Vocal Majors I, II, III, IV.**

Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore moderate levels of vocal literature and develop and improve the student's vocal ability. One lesson. Three hours practice. One hour credit.

**MUA 1772, 1782, 2772, 2782 – Voice for Vocal Music Education Majors I, II, III, IV.**

Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's vocal ability. One hour private instruction. Six hours practice. Two hours credit.

**MUA 1841, 1851, 2841, 2851 – Elective Woodwinds I, II, III, IV.**

Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

**MUA 1872, 1882, 2872, 2882 – Woodwinds for Music Education Majors I, II, III, IV.**

Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, exploring moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. One hour private instruction. Six hours practice. Two hours credit.

## **MUSIC FOUNDATIONS**

**MUS 1113 – Music Appreciation.**

A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. Three lectures. Three hours credit.

**MUS 1123 – Music Survey (Majors).**

Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three lectures. Three hours credit.

**MUS 1133 – Fundamentals of Music (Prerequisite: Music Placement Test II. A score of 0-49 will require students to enroll in both MUS 1133 - Fundamentals of Music and MUS 1214 - Music Theory I. A score of 50 or above will allow students to enroll in MUS 1214 - Music Theory I without Fundamentals of Music).**

Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lectures. Three hours credit.

**MUS 1214, 1224, 2214, 2224 – Music Theory I, II, III, IV (Prerequisite: Music Placement Test II. A score of 0-49 will require students to enroll in both MUS 1133 - Fundamentals of Music and MUS 1214 - Music Theory I. A score of 50 or above will allow students to enroll in MUS 1214 - Music Theory I without Fundamentals of Music). A minimum grade of “C” in each level of Theory is required to progress to the next level. Music Theory sequence must progress simultaneously with Piano I, II, III, & IV as well as with the applied lesson.**

Study of functional harmony through analysis, part writing, sight singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. Three lectures. Two hours laboratory. Four hours credit.

**MUS 1413 – Basic Computer Skills for Musicians.**

Designed to introduce students to the Macintosh Operating System. Students begin to work with MIDI, sequencing, software instruments, notation, CD creation, and basic editing tools in GarBnd. Three lectures. Three hours credit.

**MUS 1911, 1921, 2911, 2921 – Recital Class I II, III, IV.**

Required performance of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour credit.

**MUS 2443 – Audio Engineering I.**

Introduction to basic principles of sound theory, audio electronics, microphone characteristics and applications, mixers, signal routing and processing. Three lectures. Three hours credit.

**MUS 2453 – Audio Engineering II (Prerequisite: MUS 2443).**

Principles and applications of multi-channel mixing, recording, advanced microphone technique, and monitoring of instruments and vocals. Three lectures. Three hours credit.

**MUS 2513 – Music for Elementary Teachers.**

Designed for the needs of the elementary education student. Essentials of public school music, study of the fundamentals of music. Reading music notations and terminology. Three lectures. Three hours credit.

## **MUSIC ORGANIZATIONS**

**(Band, Small Band Groups, Jazz Band, Choir, Handbells,  
Small Singing Groups)**

### **MUO 1111, 1121, 2111, 2121 – Band I, II, III, IV.**

Performance and rehearsal instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. Four practice sessions. One hour credit.

### **MUO 1151, 1161, 2151, 2161 – Small Mixed Ensemble I, II, III, IV.**

Designed to explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles and auxiliary groups. Two practice sessions. One hour credit.

### **MUO 1171, 1181, 2171, 2181 – Large Jazz Ensemble I, II, III, IV.**

A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. Two practice session. One hour credit.

### **MUO 121(1-2), 122(1-2), 221(1-2), 222(1-2) – Choir I, II, III, IV.**

A course for music majors and non-majors focused on performing choral music from a variety of style periods. Three or five hours practice. One or two hours credit.

### **MUO 1241, 1251, 2241, 2251 – Small Voice Ensemble I, II, III, IV.**

A course for select singers focused on performing from one or more genres of music. One practice session. One hour credit.

## **PHILOSOPHY AND BIBLE**

### **PHI 1113 – Old Testament Survey.**

The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. Three lectures. Three hours credit.

### **PHI 1133 – New Testament Survey.**

A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. Three lectures. Three hours credit.

### **PHI 1153 – Jesus and the Gospels.**

This course is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three lectures. Three hours credit.

**PHI 2113 – Introduction to Philosophy I.**

An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three lectures. Three hours credit.

**PHI 2143 – Ethics.**

An introduction to moral philosophy with the investigation of selected moral problems. Three lectures. Three hours credit.

**PHI 2613 – World Religions I.**

An introduction to the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. Three lectures. Three hours credit.

**PHI 2713 – Logic.**

An introduction to the discipline of logic including formal and informal logic, as well as the development of critical thinking skills. Three lectures. Three hours credit.

## **PHYSICS**

**PHY 1114 – Introduction to Astronomy.**

A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**PHY 2244 – Physical Science Survey I (Co-requisite: MAT 1233 or placement score for MAT 1313 or higher).**

A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**PHY 2254 – Physical Science Survey II (Co-requisite: MAT 1233 or placement score for MAT 1313 or higher).**

A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**PHY 2414 – General Physics I (Co-requisite: MAT 1323 or placement score for MAT 1613 or higher).**

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2424 – General Physics II (Prerequisite: PHY 2414).**

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2514 – General Physics I-A (Prerequisite: MAT 1613 or higher).**

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2524 – General Physics II-A (Prerequisite: PHY 2514).**

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

## **POLITICAL SCIENCE**

**PSC 1113 – American National Government.**

Survey of the organizations, political aspects, and basis of national government. Three lectures. Three hours credit.

**PSC 1123 – American State & Local Government (Prerequisite: PSC 1113).**

The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the States and Local Government. Three lectures. Three hours credit.

**PSC 2113 – Comparative Government.**

A survey of various governmental systems beyond the United States. Three lectures. Three hours credit.



## PSYCHOLOGY

### **PSY 1513 – General Psychology I.**

An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three lectures. Three hours credit.

### **PSY 2513 – Child Psychology.**

A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial & cognitive development from conception into emerging adolescence. Three lectures. Three hours credit.

### **PSY 2523 – Adolescent Psychology.**

A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Three lectures. Three hours credit.

### **PSY 2533 – Human Growth and Development.**

A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three lectures. Three hours credit.

## SOCIAL WORK

### **SWK 1113 – Social Work: A Helping Profession.**

The course exposes students to a “helping” profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of “real” social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry. Three lectures. Three hours credit.

## SOCIOLOGY

### **SOC 2113 – Introduction to Sociology.**

This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. Three lectures. Three hours credit.

### **SOC 2133 – Social Problems.**

A study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Three lectures. Three hours credit.

**SOC 2143 – Marriage and Family.**

A study of the development of marriage and family as cultural units in society. Three lectures. Three hours credit.

**SOC 2213 – Introductory Anthropology.**

A survey of major fields and basic principles in the comparative study of mankind. Three lectures. Three hours credit.

## **SPEECH AND THEATER**

**SPT 1113 – Public Speaking I (Co-requisite: ENG 1113 or appropriate placement score for ENG 1113).**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three lectures. Three hours credit.

**SPT 1123 – Public Speaking II. (Prerequisite: SPT 1113).**

A continuation in the study of public speaking with an emphasis on research, organization and delivery techniques. Three lectures. Three hours credit.

**SPT 1131, 1141, 2111, 2121 – Forensics I, II, III, IV (Prerequisite: SPT 1113).**

An activity course which includes: public speaking, oral interpretation and debate. Students participate in intercollegiate or community forensic contests and debate tournaments. One hour credit.

**SPT 1153 – Voice, Diction, and Phonetics.**

A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production. Three lectures. Three hours credit.

**SPT 1163 – Argumentation and Debate. (Prerequisite: SPT 1113).** The study and application of basic argumentative techniques; integration of speech techniques through class debates. Three lectures. Three hours credit.

**SPT 1213 – Fundamentals of Theatre Production (Co-requisite: SPT 1241, 1251, 2241, or 2251).**

A basic course in management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production. Concurrent enrollment in Drama Production is required. Three lectures. Three hours credit.

**SPT 1233 – Acting I.**

An introduction to the training of the voice, body, and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, monologue, and scene work. Three lectures. Three hours credit.

**SPT 1241, 1251, 2241, 2251 – Drama Production I, II, III, IV.**

Participation in college drama productions. One hour credit.

**SPT 1273 – Theatrical Makeup.**

Techniques in the application of makeup for the stage. Three lectures. Three hours credit.

**SPT 2223 – Stagecraft (Co-requisite: SPT 1241, 1251, 2241, or 2251).** An introduction to all technical elements of production design and operation. Concurrent enrollment in Drama Production is required. Three lectures. Three hours credit.

**SPT 2233 – Theatre Appreciation.**

An introduction of the cultural, historical, and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristic of theatre. Fine arts elective. Three lectures. Three hours credit.

## **Associate Degree Nursing (Grenada Campus & Ridgeland Campus)**

### **NUR 1116 – Nursing Theory I (Prerequisites: BIO 2514 & 2524, BIO 2924, & BIO 1613).**

Foundation for all subsequent nursing courses. Introduces the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic needs, physical assessment, nursing process, as well as laboratory experiences and drug calculations. Correlates with NUR 1119. Five lectures. Three hours laboratory. Six hours credit.

### **NUR 1119 – Nursing I. (Prerequisites: BIO 2514 & 2524, BIO 2924, & BIO 1613).**

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Five lectures. Twelve hours laboratory. Nine hours credit.

### **NUR 1211, 1221, 2211, 2221 – Health Issues I, II, III, IV.**

This course will provide the student an opportunity for in-depth study of current health issues and the impact they have on health care delivery as a whole and the person as an individual. This course will also review relevant content specific to the students' needs. One lecture. One hour credit.

### **NUR 1226 – Nursing II Theory (Prerequisite: NUR 1116 or 1119, ENG 1113, PSY 1513. Pre/Co-requisite: EPY/PSY 2533).**

This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Basic foundational Medical-Surgical concepts and competencies are introduced. Pharmacology content associated with the Medical-Surgical concepts will be introduced as well. Venipuncture, intravenous/ blood therapy and administration and selected clinical experiences will be included. Five lectures. Three hours laboratory. Six hours credit.

**NUR 1229 – Nursing II. (Prerequisite: NUR 1116 or 1119, ENG 1113, PSY 1513, Pre/Co-requisite: EPY/PSY 2533).**

This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Basic foundational Medical-Surgical concepts and competencies are introduced. Pharmacology content associated with the Medical-Surgical concepts will be introduced as well. Selected laboratory and clinical experiences will be included. The primary clinical focus will be in medical- surgical institutional settings with selected community-based pediatric, obstetric, psychiatric and/or geriatric patients. Six lectures. Nine hours laboratory. Nine hours credit.

**NUR 1316 – Nursing Transitions I (Prerequisites: BIO 2514 & 2524, BIO 2924, BIO 1613, ENG 1113, PSY 1513, EPY/PSY 2533).**

A transitional course designed to assist the LPN in mastering the first semester of the first year ADN objectives and serves as a partial basis for entry into the sophomore nursing courses. It includes content on the registered nurse role and functions that was not a part of the student's LPN education as well as fundamental skills in the areas of physical assessment, nursing process, and drug calculations. Five lectures. Three hours laboratory. Six hours credit.

**NUR 1326 – Nursing Transitions II (Prerequisites: BIO 2514 & 2524, BIO 2924, BIO 1613, ENG 1113, PSY 1513, EPY/PSY 2533).**

A transitional course designed to assist the LPN in mastering the second semester of the first year ADN objectives and serves as partial basis for entry into the sophomore courses. It includes basic foundational Medical-Surgical concepts and competencies that are introduced in Nursing II. Pharmacology content associated with the Medical-Surgical concepts will be introduced as well. Venipuncture, intravenous/blood therapy and administration, and selected clinical experiences will be included. Five lectures. Three hours laboratory. Six hours credit.

**NUR 1413 – Nursing Externship (Prerequisite: NUR 1229 or 1226).**

This nursing elective course provides the learner with additional opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in conjunction with nursing faculty. 270 contact hours per semester. Three credit hours.

**NUR 2119 – Nursing III (Prerequisites: (NUR 1116 & 1226 or 1119 & 1229 or 1316 & 1326) & EPY/PSY 2533. Pre/Co-requisite Humanities or Fine Arts Elective.)**

This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Medical-Surgical concepts and competencies introduced in Nursing II are reinforced and applied as a building block for more complex content. Pharmacology content associated with the Medical-Surgical concepts will be taught as well. Selected laboratory and clinical experiences will be included. The primary clinical focus will be in adult medical-surgical institutional settings with more complex pediatric, obstetric, and psychiatric experiences when available. Six lectures. Nine hours laboratory. Nine hours credit.

**NUR 2123 – Pharmacology (Prerequisite: NUR 1119)**

This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Three lectures. Three hours credit.

**NUR 2239 – Nursing IV (Prerequisite: NUR 2119 and Humanities or Fine Arts Elective; Co-requisite: NUR 2243).**

This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Medical-Surgical and Psychiatric concepts and competencies in Nursing III are reinforced and applied with more complexity. Pharmacology content associated with these concepts will be taught as well. Selected laboratory and clinical experiences will be included. The primary clinical focus will be in adult medical-surgical and psychiatric institutional settings with emphasis on more complex and critically ill populations. Leadership and management skills will also be integrated into nursing care experiences. Five lectures. Twelve hours laboratory. Nine hours credit.

**NUR 2243 – Management of Nursing Care (Prerequisite: NUR 2119 and Humanities or Fine Arts Elective; Co-requisite: NUR 2239).**

This course is designed to integrate basic principles of management and leadership in patient care settings to assist the student in functioning as an associate degree nurse. Emphasis will be placed on NCLEX preparation to assist the student in being successful in obtaining licensure as a registered nurse. Concepts of professionalism and personal growth will also be emphasized with assigned projects and community service hours obtained throughout the program. Three lectures. Three hours.

# TECHNICAL COURSE DESCRIPTIONS

## AUTOMOTIVE TECHNOLOGY

### **ATT 1124 – Basic Electrical/Electronic Systems**

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, starting, and charging components. Two lecture. Four hours laboratory. Four hours credit.

### **ATT 1134 – Advanced Electrical/Electronic Systems**

This is a course designed to provide advanced skills and knowledge related to the components of the vehicle electrical system including gauges, driver information systems, horn, wiper/washer systems, and accessories. Two lectures. Four hours laboratory. Four hours credit.

### **ATT 1214 – Brakes.**

This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two lectures. Four hours laboratory. Four hours credit.

### **ATT 1313 – Manual Drive Transmissions/Transaxles.**

This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. One lecture. Four hours laboratory. Three hours credit.

### **ATT 1424 – Engine Performance I.**

This is a course designed to provide basic skills and knowledge related to the engine mechanicals, ignition system, fuel, air induction, exhaust systems, and emission systems. It includes instruction, diagnosis, and correction of problems associated with in these areas. Two hours lecture. Four hours lab. Four hours credit.

### **ATT 1715 – Engine Repair.**

This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two hours lecture. Six hours lab. Five hours credit.

**ATT 1811 – Introduction, Safety, and Employability Skills.**

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One lecture. One hour credit.

**ATT 2324 – Automatic Transmissions/Transaxles.**

This is a course designed to provide advanced skills and knowledge related to the diagnosis of automatic transmissions and transaxles. This course includes instruction and practice of testing, inspecting, and repairing/replacing of these devices. Two lectures. Four hours laboratory. Four hours credit.

**ATT 2334 – Steering and Suspension Systems.**

This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. This course includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering/suspension systems components. Two lectures. Four hours laboratory. Four hours credit.

**ATT 2434 – Engine Performance II.**

This is a course designed to provide intermediate skills and knowledge related to the ignition system, fuel, air induction, exhaust systems, and emission systems. It includes instruction, diagnosis, and correction of problems associated within these areas. Two lectures. Four hours laboratory. Four hours credit.

**ATT 2444 – Engine Performance III.**

This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, exhaust systems, and emission systems. It includes instruction, diagnosis, and correction of problems associated with in these areas. Two hours lecture. Four hours lab. Four hours credit.

**ATT 2614 – Heating and Air Conditioning.**

This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture. Four hours lab. Four hours credit.



**ATT 291(1-6) – Special Problem I in Automotive Technology.**

A basic course to provide students with an opportunity to utilize basic skills and general knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two - Twelve hours lab. One - Six hours credit.

**ATT 292(1-6) – Supervised Work Experience in Automotive Technology.**

A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three - Eighteen hours externship. One - Six hours credit.

## **BANKING AND FINANCE TECHNOLOGY**

**TBF 1123 – Money and Banking.**

Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

## **BUSINESS ADMINISTRATION TECHNOLOGY**

**TBA 1113 – Principles of Banking.**

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

**TBA 2413 – Business Law I.**

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

## **BUSINESS & OFFICE TECHNOLOGY**

### **BOT 1013 — Introduction to Keyboarding.**

This course provides an introduction to keyboarding skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Two lectures. Two hours laboratory. Three hours credit.

### **BOT 1123 — Keyboard Skill-building (Prerequisite: BOT 1233).**

This course further develops keyboard techniques emphasizing speed and accuracy. One lecture. Two hours laboratory. Three hours credit.

### **BOT 1213 — Personal & Professional Development.**

This course emphasizes an awareness of interpersonal skills essential for job success. Three lectures. Three hours credit.

### **BOT 1233 — Microsoft® Word® I (Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute time writing, with a maximum of 1 error per minute OR successfully complete BOT 1013).**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. Two lectures. Two hours laboratory. Three hours credit.

### **BOT 1243 — Microsoft® Word® II (Prerequisite: BOT 1233).**

This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two lectures. Two hours laboratory. Three hours credit.

### **BOT 1273 — Introduction to Microsoft Office.**

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. Two lectures. Two hours laboratory. Three hours credit.

### **BOT 1313 — Applied Business Math (Prerequisite: Appropriate placement score for MAT 0124).**

This course is designed to develop competency in mathematics for business use with emphasis on the touch method. Three lectures. Three hours credit.

**BOT 1363 — Information Management and Design (Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute or successful completion of BOT 1013.)**

This course introduces student to the word processing cycle and how word processing is used in the workplace. This course is for anyone who needs to prepare their own business documents. Students will use the Microsoft® Office® Word® application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft® Office® Certified Application Specialist Exam for Word. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1413 — Records Management.**

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. Three lectures. Three hours credit.

**BOT 1433 — Business Accounting (Prerequisite: BOT 1313 or appropriate placement score for MAT 0124).**

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three lectures. Three hours credit.

**BOT 1443 — Advanced Business Accounting (Prerequisite: BOT 1433 or ACC 2213).**

This course is a continuation of Business Accounting with emphasis in accounting for corporations. Three lectures. Three hours credit.

**BOT 1453 - Introduction to Business Management.**

Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers. Three lectures. Three hours credit.

**BOT 1473 - Introduction to Marketing.**

This course surveys American and international marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases. Three lectures. Three hours credit.

**BOT 1493 - Social Media Management.**

This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video-sharing sites, podcasts, widgets, virtual worlds, and more. Three lectures. Three hours credit.

**BOT 1513 — Machine Transcription (Prerequisite: BOT 1273).**

This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1613 — Medical Office Terminology I.**

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three lectures. Three hours credit.

**BOT 1623 — Medical Office Terminology II (Prerequisite: BOT 1613).**

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to the medical office. Three lectures. Three hours credit.

**BOT 1713 - Mechanics of Communication (Prerequisite: ENG 0114 or higher or appropriate placement score for ENG 0124 or higher).**

This course is designed to review the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three lectures. Three hours credit.

**BOT 1763 - Communication Essentials (Prerequisite: Appropriate placement score for ENG 0114).**

This course focuses on the skills necessary to be successful and effective in the workplace. In addition to effectively contributing to a team while working with a diverse population, topics include: customer service and business etiquette, understanding human behavior, personal qualities of success, emotional intelligence, communication, workplace etiquette, conflict resolution, self-esteem, and goal setting. Three lectures. Three hours credit.

**BOT 1823 — Microsoft® Excel® I (Prerequisite: BOT 1273)**

This course focuses on application Microsoft Excel as an aid to management decision making. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1853 — Microsoft® Excel® II (Prerequisite: BOT 1823)**

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2133 — Desktop Publishing (Prerequisite: BOT 1233).**

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2183 - Career Readiness.**

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Two lectures. Two hours Laboratory. Three hours credit.

**BOT 2233 - Human Resource Management.**

This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Student will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three lectures. Three hours credit.

**BOT 2333 — Microsoft® Access®**

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2423 — Income Tax Accounting (Prerequisite: BOT 1433 or ACC 2213).**

This course introduces tax accounting including federal income tax laws and report preparation. Three lectures. Three hours credit.

**BOT 2433 — QuickBooks (Co/Prerequisite: BOT 1433).**

This course applies basic accounting principles using QuickBooks. Three lectures. Two hours laboratory. Three hours credit.

**BOT 2463 — Payroll Accounting (Prerequisite: BOT 1433 or ACC 2213).**

This course provides an in-depth study of payroll accounting. Three lectures. Three hours credit.

**BOT 2473 – Cost Accounting (Prerequisite: BOT 1433 or ACC 2213).**

This course provides an in-depth study of cost accounting. Three lectures. Three hours credit.

**BOT 2523 — Medical Machine Transcription I (Prerequisites: BOT 1233 & 1613).**

This course is designed to teach transcription of various medical documents. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2613 — Entrepreneurial Problem Solving (Prerequisites: BOT 1453).**

This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2623—Principles of Business Finance (Prerequisites: BOT 1313).**

This course is designed to provide a study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities. Three lectures. Three hours credit.

**BOT 2643 — CPT Coding (Prerequisites: BOT 1613 & BOT 1623).**

This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2653 — ICD Coding (Prerequisites: BOT 1613 & BOT 1623).**

This course is an introduction to the field of diagnostic coding. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2663 — Advanced Medical Coding (Prerequisites: BOT 2643 & BOT 2653).**

This course provides an in-depth study of coding competencies in inpatient and outpatient settings. This course also incorporates standards for national certification exams. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2673 — Medical Insurance Billing (Prerequisites: BOT 2643 & BOT 2653).**

This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2723 — Administrative Office Procedures (Prerequisite: BOT 1243).**

This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Three lectures. Three hours credit.

**BOT 2743 — Medical Office Concepts (Prerequisite: BOT 1113).**

This course will provide coverage and integration of medical office skills and issues. Problem solving will be emphasized. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2763—Electronic Health Records.**

This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Three lectures. Three hours credit.

**BOT 2813—Business Communication (Prerequisites: BOT 1233 & BOT 2713 OR ENG 1113 & CPT 1323).**

This course develops communication skills with emphasis on principles of writing business correspondence and reports, and preparing presentations using electronic media. Three lectures. Three hours credit.

**BOT 2823—Communication Technology (Prerequisite: BOT 1273).**

This course will present an overview of the resources available for communicating using current technology. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2833—Integrated Computer Applications. (Prerequisites: BOT 1273).**

This advanced course integrates activities using the enhanced features of Microsoft Office Suite. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2913—Supervised Work Experience.**

This course provides related on-the-job training in an office environment. This training must include at least 135 clock hours. Three lectures. Three hours credit.

**BOT 2923—BOT Externship and Seminar (Prerequisite: BOT 2183).**

Students will serve as interns with local businesses and will be given meaningful projects, responsibilities, work deadlines, and expectations, very similar to what they would expect as a full-time employee. This capstone course can only be taken in the graduating semester. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2933—Healthcare Data Internship (Prerequisite: BOT 2743).**

Students will serve as interns with healthcare facilities and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time healthcare data employee. Two lectures. Two hours laboratory. Three hours credit.

## **CHILD DEVELOPMENT TECHNOLOGY**

### **CDT 1713 – Language & Literacy Development for Young Children.**

A study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. Three lectures. Three hours credit.

## **COLLISION REPAIR TECHNOLOGY**

### **ABT 1143 – Structural Analysis & Damage Repair I.**

A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

### **ABT 1153 – Structural Analysis & Damage Repair II.**

This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. Two lectures. Two hours laboratory. Three hours credit.

### **ABT 1213 – Collision Welding and Cutting.**

A course to provide skill and practice in welding and cutting procedures that are used in the industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

### **ABT 1223 – Non-Structural Analysis & Damage Repair I.**

A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

### **ABT 1233 – Non-Structural Analysis & Damage Repair II.**

This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. One lecture. Four hours laboratory. Three hours credit.



**ABT 1314 – Refinishing I.**

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. Two lectures. Four hours laboratory. Four hours credit.

**ABT 1323 – Refinishing II.**

A continuation of Refinishing I. Included are types of paint defects, paint gun application, and maintenance procedures. One lecture. Four hours laboratory. Three hours credit.

**ABT 1443 – Mechanical & Electrical Components I.**

A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three lectures. Three hours credit.

**ABT 1453 – Mechanical & Electrical Components II.**

A course designed to provide theory and practice in the areas of brakes and electrical. Three lectures. Three hours credit.

**ABT 2163 – Structural Analysis & Damage Repair III.**

This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair. Two lectures. Two hours laboratory. Three hours credit.

**ABT 2173 – Structural Analysis & Damage Repair IV.**

This course is a continuation of Structural Analysis and Damage Repair III. This course provides the procedures and practices for frame inspection and repair. Two lectures. Two hours laboratory. Three hours credit.

**ABT 2243 – Non-Structural Analysis & Damage Repair III.**

This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Two lectures. Two hours laboratory. Three hours credit.

**ABT 2253 – Non-Structural Analysis & Damage Repair IV.**

This course is a continuation of Non-Structural Analysis and Damage Repair III. This course provides instruction and practice for the following areas: moveable glass, hardware associated with glass, plastics and adhesive. Two lectures. Two hours laboratory. Three hours credit.

**ABT 2333 – Refinishing III.**

A continuation of Refinishing II with emphasis on advanced painting techniques; including paint mixing, matching, and applying. One lecture. Four hours laboratory. Three hours credit.

**ABT 2343 – Refinishing IV.**

A continuation of Refinishing III with emphasis on advanced techniques of painting, including detailing. One lecture. Four hours laboratory. Three hours credit.

**ABT 291(1-3) – Special Problem in Collision Repair Technology (Prerequisite: Consent of Instructor).**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One to three lectures. Two to six hours laboratory. One to three hours credit.

**ABT 292(1-6) – Supervised Work Experience in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).**

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. One to six hours credit.

**CONSERVATION LAW ENFORCEMENT TECHNOLOGY**

(See FOREST TECHNOLOGY and CRIMINAL JUSTICE)

**CRIMINAL JUSTICE ADMINISTRATION TECHNOLOGY**

(See CRIMINAL JUSTICE)

**ELECTRICAL TECHNOLOGY****ELT 1113 – Residential/Light Commercial Wiring (Pre/Co-requisite: ELT 1192 or IMM 1814).**

Advanced skills related to the wiring of multifamily and small commercial buildings. Includes instruction and practice in service entrance installations, specialized circuits, and the use of commercial raceways. Two lectures. Two hours laboratory. Three hours credit.

**ELT 1123 – Commercial and Industrial Wiring.**

Instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two lectures. Two hours laboratory. Three hours credit.

**ELT 1133 – Introduction to the National Electric Code.**

This is a course in the layout, format, rules, and regulations set forth in the National Electric Code. Emphasis is placed on developing the student's ability to find information in the National Electric Code and applying that information in real-world applications. Two lectures. Two hours laboratory. Three hours credit.

**ELT 1144 – AC and DC Circuits for Electrical Technology (Pre/Co-requisite: ELT 1192)**

Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Two lectures. Four hours laboratory. Four hours credit.

**ELT 1192 – Fundamentals of Electricity.**

Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment and introduction to simple AC and DC circuits. One lecture. Two hours laboratory. Two hours credit.

**ELT 1213 – Electrical Power.**

Electrical motors and their installation. Instruction and practice in using the different types of motors, transformers, and alternators. Two lectures. Two hours laboratory. Three hours credit.

**ELT 1253 – Branch Circuit and Service Entrance Calculations.**

Calculating circuit sizes for all branch circuits and service entrances in residential installation. Two lectures. Two hours laboratory. Three hours credit.

**ELT 1273 – Switching Circuits for Residential, Commercial, and Industrial Applications.**

Introduction to various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Also includes installation and operation of low voltage, remote control switching. Two lectures. Two hours laboratory. Three hours credit.

**ELT 1283 – Estimating the Cost of an Electrical Installation.**

Cost of an electrical installation. Specifications set forth for a particular structure. Two lectures. Two hours laboratory. Three hours credit.

**ELT 1413 – Motor Control Systems.**

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two lectures. Two hour laboratory. Three hours credit.

**ELT 2424 – Solid State Motor Control.**

Principles and operation of solid state motor control. Also, the design, installation, and maintenance of different solid state devices for motor control. Two lectures. Four hours laboratory. Four hours credit.

**ELT 2613 – Programmable Logic Controllers (Prerequisite: ELT 1413).**

Use of programmable logic controllers (PLC's) in modern industrial settings. Also, the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two lectures. Two hours laboratory. Three hours credit.

**ELT 2623 – Advanced Programmable Logic Controllers.**

Advanced PLC course which provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two lectures. Two hours laboratory. Three hours credit.

## **ELECTRONICS TECHNOLOGY**

**EET 1114 – DC Circuits.**

This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two lectures. Four hours lab. Four hours credit.

**EET 1123 – AC Circuits.**

This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three hours credit.

**EET 1214 – Digital Electronics.**

A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, boolean algebra, and a basic computer system. Three lectures. Two hours laboratory. Four hours credit.

**EET 1324 – Microprocessors (Prerequisite EET 1214).**

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two lectures. Four hours laboratory. Four hours credit.

**EET 1334 – Solid State Devices and Circuits (Pre/Co-requisite: EET 1114).**

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistor, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two lectures. Four hours laboratory. Four hours credit.

**EET 2334 – Linear Integrated Circuits (Prerequisite EET 1334).**

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three lectures. Two hours laboratory. Four hours credit.

**EET 2414 – Electronic Communications (Prerequisite EET 1334).**

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two lectures. Four hours laboratory. Four hours credit.

**EET 291(1-3) – Special Project (Consent of Instructor).**

A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Two to four hours laboratory. One to three hours credit.

## **EMERGENCY MEDICAL SCIENCES/PARAMEDIC**

**EMS 1118 – Emergency Medical Technician-Basic (Prerequisite: ACT Composite score of 16 or appropriate placement score for MAT 1233 and ENG 1113).**

This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. Five hours lecture. Six hours laboratory. Three hours clinical. Eight hours credit.

**EMS 1122 – Introduction to EMS Systems.**

This course introduces the student to the Emergency Medical Services EMS systems, roles, and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, medical/legal issues, ethical issues, therapeutic communications, and life-span development. One hour lecture. Two hours laboratory. Two hours credit.

**EMS 1314 – Airway: Management, Respiration, and Oxygenation (Pre/Co-requisites: EMS 1122 & BIO 2524).**

This course will provide the student with the essential knowledge to attain an airway and manage the respiratory system using advanced techniques. One hour lecture. Six hours laboratory. Four hours credit.

**EMS 1414 – Patient Assessment (Pre/Co-requisites: EMS 1122 & BIO 2524).**

This course will teach comprehensive history taking and physical exam techniques. One hour lecture. Six hours laboratory. Four hours credit.

**EMS 1422 – EMS Special Patient Populations (Prerequisites: EMS 1122, 1314, 1414, 1513, 1614, & BIO 2524).**

This course will provide a comprehensive overview of providing care for the patient with special needs. One lecture hour. Two hours laboratory. Two hours credit.

**EMS 1513 – EMS Practicum I (Pre/Co-requisites: EMS 1122, 1314, and 1415).**

This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. Nine hours clinical. Three hours credit.

**EMS 1525 – EMS Practicum II (Prerequisite: EMS 1513).**

This course will provide clinical and field training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. Nine hours clinical. Six hours field clinical. Five hours credit.

**EMS 1614 – Pharmacology (Pre/Co-requisites: EMS 1122 & BIO 2524).**

This course will teach comprehensive pharmacodynamics and pharmacokinetics. Two hours lecture. Four hours laboratory. Four hours credit.

**EMS 1825 – Cardiology (Prerequisites: EMS 1122, 1314, 1414, 1513, 1614, & BIO 2524).**

This class will teach a comprehensive approach to the care of patients with acute and complex cardiovascular compromise. Two hours lecture. Six hours laboratory. Five hours credit.

**EMS 2414 – Maternal/Child Emergencies (Prerequisite: EMS 1122, 1314, 1414, 1513, 1614, & BIO 2524).**

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in gynecological and obstetrical emergencies as well as pediatric emergencies. Three hours lecture. Two hours laboratory. Four hours credit.

**EMS 2565 – EMS Practicum III (Prerequisites: EMS 1525).**

This course will provide advanced clinical and field experiences in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the clinical and out-of-hospital field setting at approved sites with an approved preceptor. Nine hours clinical. Six hours field clinical. Five hours credit.

**EMS 2618 – Critical Care Paramedic I**

This course provides a complex review of medical care, procedures, and practices common to critical care transport. The student will gain a comprehensive knowledge of all aspects of critical care transport including Medical Legal, Safety, Regulations, Airway, Cardiovascular, Neurological, GI/GU, Shock, and Pharmacology. Eight hours lecture. Eight hours credit.

**EMS 2622 – Critical Care Paramedic Lab (Pre/Co-requisite: EMS 2618).**

This course utilizes the didactic knowledge learned in Critical Care Paramedic I and teaches the student the skills specific to Critical Care Transport including Advanced Pharmacological Assisted Intubation, Surgical Airway Management, Ventilator Management, Chest Tube Placement and Management, Hemodynamic Monitoring, Arterial Line Insertion, and Hemodynamic Monitor. Four hours laboratory. Two hours credit.

**EMS 2632 – Critical Care Paramedic Practicum (Pre/Co-requisite: EMS 2618 & 2622).**

The Critical Care Practicum is designed as clinical-based education with an emphasis on competency-based performance. The student will complete clinical rotation in a variety of critical and emergency care units. Students will be required to complete a minimum of 90 hours of clinical rotations. However, students will be required to continue in the clinical setting until successfully performing the prescribed number of skills relative to critical care prior to completion of the course. Six hours clinical. Two hours credit.

\*Clinical components should be completed at a medical center with a full line of services including but not limited to Emergency Medicine, Surgery, Interventional Cardiology, Cardiothoracic Surgery, Orthopedics, Critical Care Medicine, and Pediatrics. Not all services must be available at a single facility. Depending on the student's clinical background, clinical rotations may be fitted to meet the educational and competency needs of the individual.

**EMS 2714 – Trauma (Prerequisites: EMS 1122, 1314, 1414, 1513, 1614, & BIO 2524).**

This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. Two hours lecture. Four hours laboratory. Four hours credit.

**EMS 2855 – Medical (Prerequisites: EMS 1122, 1314, 1414, 1513, 1614, & BIO 2524).**

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. Two hours lecture. Six hours laboratory. Five hours credit.

**EMS 2912 – EMS Operations (Prerequisites: EMS 1122, 1314, 1414, 1513, 1614, & BIO 2524).**

This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. One hour lecture. Two hours laboratory. Two hours credit.

**EMS 2924 – Professional Development Seminar (Prerequisite: A student must be a nationally- registered paramedic, as well as a Mississippi-certified paramedic and be currently enrolled in the Associate of Applied Science Program.)**

This course teaches the leadership skills necessary to manage complex situations including patient care, supervision, mentoring, and leading other personnel. One hour lecture. Six hours laboratory. Four hours credit.

**EMS 2933 – Cardiac Resuscitation Across the Life Span.**

This course is a comprehensive review of cardiac resuscitation for healthcare professionals. The course provides a review of Basic Life Support for all age groups, advanced cardiac life support, and pediatric advanced life support. At the end of the course, licensed healthcare providers are eligible to receive Certification in BLS-Healthcare Provider, ACLS, and PALS for the American Heart Association. Three hours lecture. Three hours credit.



## **ENGINEERING TECHNOLOGY**

### **ENT 1113 – Graphic Communications (Pre/Co-requisite: ENT 1313).**

This course is designed to give students fundamentals and principles of drafting to provide the basic background needed for all other engineering technology courses. Two hours lecture. Two hours lab. Three hours credit.

### **ENT 1123 – Computational Methods for Drafting.**

This course is designed to give the student a study of computational skills required for the development of accurate design and drafting methods. Two hours lecture. Two hours laboratory. Three hours credit.

### **ENT 1133 – Technology Graphics (Prerequisite: GRA 1143 or ENT 1113).**

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings, concepts of descriptive geometry and computer aided drawing. Two hours lecture. Two hours laboratory. Three hours credit.

### **ENT 1143 – Geometric Dimensioning and Tolerancing.**

A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, run out, and location of features on an object. Two hours lectures. Two hours laboratory. Three hours credit.

### **ENT 1154 – Basic Applications of Industrial Safety.**

This course introduces the concepts of health and safety in engineering technology related fields. It aims to make the students safety-conscious in relation to personal safety, accident prevention, and methods of compliance. Four hours lectures. Four hours credit.

### **ENT 1163 – Introduction to Industrial Engineering.**

This course is designed to give the student an introduction to and an overview of the profession, including career planning and communication, ethics, teamwork and selected solution methods for problems in coordination and planning. Two hours lecture. Two hours laboratory. Three hours credit.

### **ENT 1173 – Fundamentals of Management.**

This course addresses organizational management and the dynamic role managers play in the success of businesses. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 1183 – Spreadsheet Applications (Pre/Co-requisite: ENT 1313).**

This course focuses on applications of the electronic spreadsheet as an aid to management decision making. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 1213 – Materials.**

This course is designed to teach students physical properties of the materials generally used in the erection of a structure and the manufacture of products, with a brief description of their manufacture. Two hours lecture. Two hours lab. Three hours credit.

**ENT 1223 – Industrial Power Tools Applications.**

This course is designed to teach students the safe and proper use of various hand and stationary power tools. This course includes instruction in the use of hand power tools, bench grinders, table saws, planer, cut-off saws, and drill presses. Two lectures. Two hours lab. Three hours credit.

**ENT 1233 – Plans and Document Interpretation.**

Graphic techniques used in the construction industry. This course included computations of areas and volumes, interpretations of constructions plans and specifications and symbols and plans used in the residential, commercial, and heavy-duty construction industry. Three hours lectures. Three hours credit.

**ENT 1243 – Building Codes & Construction Documents.**

Introduction to building code compliance, the role of inspection in building construction, and overview of construction contracts and specifications. Three lectures. Three hours credit.

**ENT 1313 – Principles of CAD.**

This course is designed to teach students the basic operating system and drafting skills. Two hours lecture. Two hours lab. Three hours credit.

**ENT 1323 – Intermediate CAD.**

This course is designed to give the student continuation of Principles of CAD (ENT 1313). Subject areas include dimensioning, file manipulation, symbols and 3-D wireframe and solid modeling. Two hours lecture. Two hours lab. Three hours credit.

**ENT 1413 – Elementary Surveying (Prerequisite: ENT 1313).**

This course is designed to give the student a basic course regarding the principles and practices of plane surveying, including measurements for distance, direction and elevation including an introduction to the care and use of surveying instruments and equipment. Two hours lecture. Two hours lab. Three hours credit.

**ENT 1513 – Principles of Design.**

This course is designed as an introduction to the field of interior design with emphasis on processes and resources of the designer. Three hours lecture. Three hours credit.

**ENT 1523 – Landscape Design (Prerequisite: ENT 1313).**

This course is designed to give the student computer-aided design drafting for civil engineering, surveying and land development technicians. Industry standard civil engineering software program will be utilized in this course. Creation of grading and drainage plans, digital terrain models, underground utilities and engineering details. Two hours lecture. Two hours lab. Three hours credit.

**ENT 1533 – Blueprint Reading.**

This course is designed to give the student terms and definitions used in reading blueprints. Basic sketching, drawing, and dimensioning of objects will be covered. Two hours lecture. Two hours lab. Three hours credit.

**ENT 159(1-3) – Internship/Special Project in Design (Prerequisite: successful completion of the core technical courses.)**

This course is designed for the student to use the skills and knowledge gained in other design courses. It is a cooperative program between industry and education designed to integrate the student's technical studies with industry experience. Variable credit is awarded on the basis of one credit hour per 45 industry contact hours. One - three hours credit.

**ENT 1613 – Architectural Design I (Prerequisite: ENT 1313).**

This course is a study in development of architectural design principles for a residential structure. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 1713 – Fundamentals of Machine Processes.**

This course is designed to give the student basic machining equipment and safety procedures. Emphasis is placed on measurement techniques, machine technology, machine tools, and applications. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 1814 – Basic Electricity & Electronics.**

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. Two lectures. Four hours laboratory. Four hours credit.

**ENT 1823 – Design for Manufacturing (Prerequisite: ENT 1113).**

This course is designed to offer instruction in various methods of manufacturing with emphasis on the drafter's role in manufacturing. Two hours lecture. Two hours lab. Three hours credit.

**ENT 1833 – Manufacturing Processes.**

This course is designed to give the student a study of modern manufacturing processes with an emphasis on flexible manufacturing and computer integrated manufacturing. Two hours lecture. Two hours lab. Three hours credit.

**ENT 2133 – Professional Development (Prerequisite: ENT 1413).**

This course emphasizes an awareness of interpersonal skills essential for job success. Two hours lecture. Two hours lab. Three hours credit.

**ENT 2153 – Civil Drafting (Prerequisite: ENT 1413).**

This course is designed to give the student an introduction to computer-aided design/drafting software for civil, surveying, and land development disciplines. Topics include mapping scales and symbols, civil fundamentals, location and direction of property lines, topographic mapping, and boundary and legal description plats. Two hours lecture. Two hours lab. Three hours credit.

**ENT 2233 – Structural Drafting.**

This course is designed to teach students structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel, concrete, and wood). Two hours lecture. Two hours lab. Three hours credit.

**ENT 2243 – Cost Estimating (Co-Prerequisite: ENT 1183 & Prerequisite: ENT 1313).**

This course is designed to give the student preparation of material and labor quantity surveys from actual working drawings and specifications. Two hours lecture. Two hours lab. Three hours credit.

**ENT 2254 – Statics & Strengths of Material/Physical Science (Prerequisite: MAT 1313 or Consent of Instructor).**

Study of forces acting on bodies, movement of forces, stress of materials, basic machine design; beams, columns, and connections. Two lectures. Four hours laboratory. Four hours credit.

**ENT 2263 – Quality Assurance.**

This course focuses on the application of statistics and probability theory in quality assurance programs. Various product-sampling plans as well as the development of product charts for defective units will be studied. Two hours lecture. Two hours lab. Three hours credit.

**ENT 2273 – Facilities Planning (Co-Prerequisite: ENT 1823).**

This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3-D design and computer simulation. Two lectures. Two hours laboratory. Three hours credit

**ENT 2323 – Industrial Welding & Metals.**

This course is designed to give the student instruction in different metals and their properties using basic SMAW welding and oxy-fuel cutting and brazing. Two lectures. Two labs. Three hours credit.

**ENT 2343 – Advanced CAD (Prerequisite: ENT 1313).**

A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2353 – B.I.M./Parametric Modeling.**

This course is designed to give the student a continuation of CAD. Emphasis is placed on the managing Building Information Model. Two hours lecture. Two hours lab. Three hours credit.

**ENT 2363 – Computer Numerical Control (Prerequisite: ENT 1313).**

A course designed to introduce the students to the basics of computer numerical control machines. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2413 – History and Appreciation of Artcrafts.**

Growth and development of the artcrafts through the ages, instructional applications; practical designs; demonstrations and projects in leather, ceramics, wood working and other handicraft areas. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2423 – Mapping & Topography (Prerequisite: ENT 1413).**

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2443 – Principles of Manufacturing Management.**

This course will include a study of manufacturing processes and materials. A problem solving approach will be used, emphasizing the context of the manufacturing business and the complexities to be addressed. Three hours lecture. Three hours credit.

**ENT 2453 – Energy Systems.**

This course covers an overview of the past, present, and future of energy systems and the technologies they employ. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2463 – Grading & Drainage (Co-Prerequisite ENT 2153).**

This course is designed to give the student computer aided design drafting for civil engineering, surveying and land development technicians. Industry standing civil engineering software program will be utilized in this course. Creation of grading and drainage plans, digital terrain models, underground utilities and engineering details. Two hours lecture. Two hours lab. Three hours credit.

**ENT 2513 – Visual Communications in Design. (Co-requisite: ENT 1113)**

This course is designed as an introduction to visual communications in interior design with emphasis on orthographic and free-hand drawing and visual design terminology. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2523 – Intermediate Design (Prerequisite ENT 1513).**

This course is a studio course for the exploration and application of design methodology to interior environments. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2533 – Design Materials and Installation Methods**

This course is a study of architectural materials for interiors with an emphasis on selection, cost, installation, construction supervision and code/standards requirements. Three hours lecture. Three hours credit.

**ENT 2543 – Visual Literacy in Design**

This course is an exploration of various communication methods in interior design through a variety of projects. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2563 – Advanced Visual Literacy in Design (Prerequisite ENT 2543)**

This course is an exploration of advanced graphic communication and modeling methods in interior design through a variety of projects. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2572 – Portfolio Development**

This course is an introduction to various portfolio techniques, documentation methods and career planning for the interior design profession. Two hours lecture. Two hours credit.

**ENT 2613 – Programmable Logic Controllers (Pre/Co-requisite: ENT 1113).**

This course covers the use of programmable logic controllers (PLCs) in a modern industrial setting, as well as the operating principles of PLCs. Discussion and practice in the programming, installation, and maintenance of PLCs. Two hours lecture. Two hours lab. Three hours credit.

**ENT 2623 – Architectural Design II (Co-Prerequisite: ENT 1613).**

This course is designed to emphasize standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. Two hours lecture. Two hours laboratory. Three hours credit.

**ENT 2643 – Architectural Rendering (Prerequisite: ENT 1113).**

This course is designed to give the student visual expression of architectural principles and structures. This course will include perspective, shade, shadow, and color using pencil, pen & ink, paint and new media. Two hours lectures. Two hours laboratory. Three hours credit.

**ENT 2713 – Architectural History.**

This course is designed to give the student analysis of achievements in the design and construction of major architectural developments from early times to present. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2723 – Digital Studio (Prerequisite: ENT 1113).**

This course is designed to give the student a general overview of current issues in digital media; a study of how digital media can assist in the work environment; provides a basis for further study in graphic design and production. Two hours lecture. Two hours lab. Three hours credit.

**ENT 291(1-3) – Special Project (Prerequisite: Consent of Instructor).**

This course is designed to give the student practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Two to six hours lab. One to three hours credit.

**ENT 2923 – Fundamentals of Multimedia (Prerequisite: ENT 1613).** A general overview of current issues in multimedia. Study of how multimedia can assist in the work environment; provides a basis for further study in multimedia design and production. Two hours lecture. Two hours laboratory. Three hours credit.

## **FOREST TECHNOLOGY**

### **AGT 1714 – Applied Soil Conservation and Use.**

This course is designed to introduce the student to the general principles of soil management, as it relates to forest growth. Three lectures. Two hours laboratory. Four hours credit.

### **FOT 1114 – Forest Measurements I.**

A classroom and field study of the basic principles and skills required for timber measurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1124 – Forest Measurements II.**

A continuation of Forest Mensuration I with emphasis on electronic and computer applications in forest measurements. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1314 – Forest Protection.**

A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1414 – Forest Products Utilization.**

The emphasis of this course includes primary and secondary products derived from wood and how they are manufactured and used in today's society. One lecture. Four hours laboratory. Four hours credit.

### **FOT 1714 – Applied Dendrology.**

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1813 – Introduction to Forestry.**

This course is designed to acquaint the student with the role of a forest technician. Emphasis is placed on educational and job requirements, duties, career and salaries. The student is also made aware of how forestry fits into the state, national and international scene. Three lectures. Three hours credit.



**FOT 2124 – Forest Surveying.**

A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and aerial photographs, and demonstration of equipment use and surveying practices. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2214 – Applications of GIS/GPS in Forestry.**

This course includes using remote sensing, interpretation, and application of aerial photos and other remote sensing images in forestry. This course also included the global positioning system and other remote sensing devices used in forestry. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2424 – Timber Harvesting.**

Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2614 – Silviculture I.**

A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2624 – Silviculture II.**

A continuation of Silviculture I. Two lectures. Four hours laboratory. Four hours credit.

**FOT 292(1-6) – Internship for Specialization.**

A continuation of FOT 2914. One to six weeks. One to six hours credit.

**FOT 2944 – Special Problem in Conservation Law.**

A comprehensive course dealing with management techniques and tools for wildlife populations and habitats. Eight hours laboratory. Four hours credit.

## **FUNERAL SERVICE TECHNOLOGY**

**FST 1113 – Mortuary Anatomy I.**

A study of human anatomical structure with orientation to the embalming process and restorative art. Three lectures. Three hours credit.

**FST 1123 – Mortuary Anatomy II (Prerequisite: FST 1113 & FST 1214. Pre/Co-requisite FST 1224).**

Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system and an introduction to pathology and public health concepts. Three lectures. Three hours credit.

**FST 1214 – Embalming I.**

Basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process. A study of the chemical compositions of embalming fluid and government regulations applicable to the embalming process. Three lectures. Two hours laboratory. Four hours credit.

**FST 1224 – Embalming II (Prerequisites: FST 1214 & FST 1113. Co-requisite: FST 1123).**

This course is a continuation of FST 1214 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Three lectures. Two hours laboratory. Four hours credit.

**FST 1231 – Clinical Embalming I (Pre/Co-requisite: FST 1214).**

Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. One lecture. Three hours clinical. One hour credit.

**FST 1241 – Clinical Embalming II (Prerequisite: FST 1214. Pre/Co-requisites: FST 1224 & 1231).**

Practically apply the theoretical principles taught in the Funeral service technology curriculum. The student must arterial and cavity embalm a case in the presence of a certified member of the faculty. The faculty must certify the student minimally competent to embalm in order for the student to complete the course. One lecture. Three hours clinical. One hour credit.

**FST 1313 – Funeral Directing.**

The total funeral service education environment. Includes history duties, responsibilities, small business applications, ethical obligations, communication skills, and types of funeral services and ceremonies. Three lectures. Three hours credit.

**FST 1413 – Funeral Service Ethics and Law.**

Comprehensive review of the ethical and legal aspects involved in funeral services. Three lectures. Three hours credit.

**FST 1523 – Restorative Art/Color & Cosmetics (Prerequisite: FST 1113).**

An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. Two lectures. Two hours laboratory. Three hours credit.

**FST 2323 – Funeral Merchandising and Management.**

Study of merchandising and management procedures necessary to operate a successful funeral practice. Three lectures. Three hours credit.

**FST 2623 – Microbiology (Prerequisite: FST 1113).**

Designed to present the basic principles of microbiology as they relate to Funeral Service Education in the areas of sanitation, disinfecting, public health, and embalming practice. NOTE! This class does not contain a laboratory and will not meet the Lab Science requirements for graduation. Three lectures. Three hours credit.

**FST 2633 – Pathology (Prerequisite: FST 1113. Pre/Co-requisite: FST 2623).**

The study of the nature of the disease process and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Three lectures. Three hours credit.

**FST 2713 – Psychosocial Counseling in Funeral Service.**

A study which examines psychological concepts in the areas of dynamics of grief, bereavement and mourning with particular emphasis on the roles of the funeral director in relation to these concepts as well as a facilitator of the funeral service, crisis intervener and after care counselor. This study also includes the Sociology of Funeral Service and those social phenomena that affect all elements of funeral service. It further emphasizes family structures, social structures, and the factors and change that relate to funeralization. Three hours lecture. Three hours credit.

**FST 2812 – Comprehensive Review (Prerequisite: To be taken during the final semester of course work. Student must have a GPA of 2.0 or higher).**

Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. Must be taken during the final semester of coursework. Two lectures. Two hours credit.

# **HEATING, VENTILATION, AC, & REFRIGERATION TECHNOLOGY**

## **ACT 1003 – Introduction to Heating & Air Conditioning Technology.**

This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Two hours lecture. Two hours lab. Three hours credit.

## **ACT 1124 – Basic Compression Refrigeration.**

This course includes an introduction to the field of refrigeration and air-conditioning. Emphasis is placed on trade math, thermodynamics and heat transfer. Two hours lecture. Four hours lab. Four hours credit.

## **ACT 1133 – Brazing and Piping.**

This course includes various tools and pipe connecting techniques. This course includes specialized tools and test equipment required in heating, ventilation, air-conditioning, and refrigeration. Two hours lecture. Two hours lab. Three hours credit.

## **ACT 1214 – Controls.**

This course includes fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture. Four hours lab. Four hours credit.

## **ACT 1313 – Refrigeration System Components.**

This course includes an in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture. Two hours lab. Three hours credit.

## **ACT 1713 – Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration I.**

This course includes basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture. Two hours lab. Three hours credit.

## **ACT 1813 – Professional Service Procedures.**

Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. Two hours lecture. Two hours lab. Three hours credit.

## **ACT 2324 – Commercial Refrigeration.**

This course includes a study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two hours lecture. Four hours lab. Four hours credit.

**ACT 2414 – Heating, Ventilation, Air Conditioning, and Refrigeration I.**

This course includes residential air-conditioning including indoor air quality. This course includes modules on basic maintenance, air quality equipment, troubleshooting cooling, and troubleshooting gas heating. Two hours lecture. Four hours lab. Four hours credit.

**ACT 2424 – Heating, Ventilation, Air Conditioning, and Refrigeration II.**

This course includes a continuation of Heating, Ventilation, and Air Conditioning I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories. Two hours lecture. Four hours lab. Four hours credit.

**ACT 2433 – Refrigerant, Retrofit, & Regulation.**

This course includes regulations and standards for new retrofit and government regulations. This course includes EPA regulations, local, and state codes. Two hours lecture. Two hours lab. Three hours credit.

**ACT 2513 – Heating Systems.**

This course includes various types of residential and commercial heating systems. This course includes gas, oil, electric, compression, and hydronic heating systems. Two hours lecture. Two hours lab. Three hours credit.

**ACT 2624 – Heat Load Air Properties.**

This course includes introduction to heat load calculations for residential and light commercial heating, ventilation, air-conditioning, and refrigeration systems. This course includes air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. This course introduces air testing instruments and computer usage. Two hours lecture. Four hours lab. Four hours credit.

**ACT 291(1-3) – Special Project in Heating, Ventilation, Air Conditioning, and Refrigeration.**

This course is designed to provide the student with practical application of skills and knowledge gained in technical courses. The instructor works closely with the students to insure that the selection of a project will enhance the student's learning experience. Two-six hours laboratory. One-three hours credit.

**ACT 292(1-6) – Supervised Work Experience in Heating, Ventilation, Air Conditioning, and Refrigeration.**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three-18 hours externship. One-6 hours credit.

## **INDUSTRIAL MAINTENANCE MECHANICS**

### **IMM 1113 – Industrial Maintenance Core & Safety.**

This course includes basic safety, introduction to construction math, introduction to hand and power tools, blueprint drawings, and employability and communications. One lecture. Four hours laboratory. Three hours credit.

### **IMM 1122 – Industrial Maintenance Math & Measurement.**

Mathematical and measurement procedures and instruments related to industrial maintenance. One lecture. Two hours laboratory. Three hours credit.

### **IMM 1132 – Industrial Maintenance Blueprint Reading.**

Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. One lecture. Two hours laboratory. Two hours credit.

### **IMM 1143 – Commercial/Industrial Wiring.**

Instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two lectures. Two hours laboratory. Three hours credit.

### **IMM 1153 – Electrical Industrial Maintenance I (Prerequisite: IMM 1113 or IMM 1143).**

This course includes Industrial Safety, Introduction to the National Electric Code®, Electrical Theory, Alternating Current, E&I Test Equipment, and Flow, Pressure, Level, and Temperature. One lecture. Four hours laboratory. Three hours credit.

### **IMM 1163 – Electrical Industrial Maintenance II (Prerequisite: IMM 1153).**

This course includes process mathematics, hand bending, tubing, clean purge, and test tubing and piping systems, instrument drawings and documents (part one), conductors and cables, and conductors terminations and splices. One lecture. Four hours laboratory. Three hours credit.

### **IMM 1213 – Industrial Hand Tools & Mechanical Components.**

Safe and proper use of hand tools and mechanical components commonly used by industrial maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. One lecture. Four hours laboratory. Three hours credit.

**IMM 1214 – Introduction to Industrial Maintenance.**

This course includes basic tools of the trade, fasteners and anchors, oxy-fuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Two lectures. Four hours laboratory. Four hours credit

**IMM 1223 – Power Tool Applications.**

Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. One hour lecture. Four hours laboratory. Three hours credit.

**IMM 1243 – Mechanical Industrial Maintenance I (Prerequisite: IMM 1113 or IMM 1143).**

This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. One lecture. Four hours laboratory. Three hours credit.

**IMM 1253 – Mechanical Industrial Maintenance II (Prerequisite: IMM 1243).**

This course includes advanced setting baseplates and pre-alignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. One lecture. Four hours laboratory. Three hours credit.

**IMM 1313 – Principles of Hydraulics & Pneumatics.**

Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. One lecture. Four hours laboratory. Three hours credit.

**IMM 1323 – Motor Control Systems (Prerequisite: IMM 1153 or by permission of instructor).**

This course includes the Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours lab. Three hours credit.

**IMM 1514 – Equipment Installation & Alignment.**

Instruction in pre-installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. Two lectures. Four hours laboratory. Four hours credit.

**IMM 1614 – Principles of Piping & Hydro-Testing.**

Instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydro-testing of pipe systems. Two lectures. Four hours laboratory. Four hours credit.

**IMM 1733 – Maintenance Welding and Metals.**

Instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. One lecture. Four hours laboratory. Three hours credit.

**IMM 1814 – Industrial Electricity/Industrial Maintenance Mechanics.**

Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. Two lectures. Four hours laboratory. Four hours credit.

**IMM 1823 – Advanced Electricity/Industrial Maintenance Mechanics (Prerequisite: IMM 1813).**

Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Six hours laboratory. Three hours credit.

**IMM 1913 – Special Project in Industrial Maintenance Mechanics (Prerequisite: Consent of instructor).**

Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to insure that selection of a special project enhances the student's learning experiences. One lecture. Four hours laboratory. Three hours credit.

**IMM 192(1-6) – Supervised Work Experience in Industrial Maintenance Mechanics. (Consent of instructor)**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three - 18 hours externship One to six hours credit.

**IMM 1933 – Manufacturing Skills.**

This course is designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers the following topics critical to employment; basic computer literacy, safety and CPR, blueprint reading, precision measurement, and an introduction to manufacturing improvement methods such as Lean Manufacturing, Quick Changeover, 5S, teamwork and problem solving. Three lectures. Three hours credit.

**IMM 2113 – Equipment Maintenance, Troubleshooting, & Repair.**

Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. One lecture. Four hours laboratory. Three hours credit.



**IMM 2423 – Solid State Motor Control (Prerequisite: IMM 1323 & IMM 2613 or by permission of instructor).**

This course includes principles and operation of solid state motor control. Additionally, the course includes the design, installation, and maintenance of different solid state devices for motor control. Two lectures. Two hours laboratory. Three hours credit.

**IMM 2613 – Programmable Logic Controllers.**

This course includes of programmable logic controllers (PLCs) in modern industrial settings. This course also includes the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. Two lectures. Two hours laboratory. Three hours credit.

**IMM 2623 – Advanced Programmable Logic Controllers (Prerequisite: IMM 2613 & IMM 1323 or by permission of instructor).**

Advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, introduction to function blocks, sequential function chart, introduction to HMI, and logical and conversion instructions. Two lectures. Two hours laboratory. Three hours credit.

## **INFORMATION SYSTEMS TECHNOLOGY**

**CNT 1513 – Web Development Concepts**

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, gophers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

**CNT 1524 – Network Components (Prerequisite: CNT 1414).**

This course presents local area network and wide area network connectivity. It focuses on architecture, topologies, protocols, and transport methods of a network. Two lectures. Four hours laboratory. Four hours credit.

**CNT 1624 – Network Administration Using Microsoft Windows Server**

This course focuses on the management of a computer network using the Microsoft Windows NT Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

**CNT 1634 – Microsoft Windows-Installing & Configuration.**

The main goal of this course is to provide students with a comprehensive overview of the features and functions of Microsoft Windows. This includes a look at the configuration, management, and networking functionality of Windows in stand-alone as well as both large and small network environments. Two lectures. Four hours laboratory. Four hours credit.

**CNT 1654 – Network Administration Using Linux.**

This course focuses on the management of a computer network using the Linux network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

**CNT 2344 – Introduction to MS/SQL (Prerequisite: CNT 1624 – Network Administration Using Microsoft Server).**

This course is designed to generate further experience for the student in installing and maintaining a MC SQL Server. This course also targets basic programming used by a Data Base Administrator. Two lectures. Four hours laboratory. Four hours credit.

**CNT 2423 – System Maintenance.**

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two lectures. Two hours laboratory. Three hours credit.

**CNT 2534 – Network Planning and Design (Prerequisite: CNT 1524).**

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing solutions. Two lectures. Four hours laboratory. Four hours credit.

**CNT 2544 – Network Implementation (Prerequisite: CNT 2534).**

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two lectures. Four hours laboratory. Four hours credit.

**CNT 2553 – Network Security.**

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two lectures. Two hours laboratory. Three hours credit.

**CNT 2644 – Advanced Network Administration Using Microsoft Windows Server (Prerequisites: CNT 1624 or 1634).**

This course is a continuation of Network Administration Using Microsoft Windows NT Server. Emphasis is placed on installation, configuration, and implementation of a functional NT Server. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1123 – Computer Concepts.**

This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1144 – Programming Development Concepts.**

This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Three lectures. Two hours laboratory. Four hours credit.

**CPT 1313 – Computer Operations.**

A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1323 – Survey of Microcomputer Applications.**

This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1333 – Operating Platforms.**

This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1353 – Database Design Fundamentals.**

This course is a study of the design of databases. Additional emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1513 – Web Development Concepts.**

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, browsers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

**CPT 2133 – Career Development.**

This course provides practical exercises in interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships for employment. Two lectures. Two hours lab. Three hours credit.

**CPT 2364 – Team Project Management. (Prerequisites: CPT 1214 & CNT 1414).**

This course is designed to generate further experience for the student in working in a team environment. This course targets team based network design and team based program design. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2373 – Network Fundamentals.**

This course focuses on the fundamentals of computer networking. Two lectures. Two hours laboratory. Three hours credit.

**CPT 2454 – Game Programming Using Flash and Action Script (Prerequisites: CPT 2434 or approved equivalent advanced object-oriented programming language).**

This course is designed to further introduce the student to creating interactive applications, through the format of a game. This course will help the student become more adept at creating functional user interfaces and help them deal with program paths based on user input. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2911-2916 – Work-Based Learning in Computer Information Systems.**

Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (Credit is awarded at the rate of 1 hour credit per 3 hours externship.) One - six hours credit.

**DBT 1113 – SQL Programming (Prerequisite: DBT1214).**

This course offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Standard Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Two lectures. Three hours laboratory. Three hours credit.

**DBT 1123 – PL/SQL Programming (Prerequisite: DBT1113).**

This course offers students an extensive introduction to data server technology, covering advanced concepts of both relational and object-relational databases using PL/SQL. Students are taught to create and maintain database objects and control user access. Two lectures. Three hours lab. Three hours credit.

**DBT 1214 – Database Architecture and Administration.**

This course is designed to give students a firm foundation in basic database tasks enabling them to design, create, and maintain a database. Students will gain a conceptual understanding of database architecture and how its components work and interact with one another. Students will also learn to create an operational database and properly manage the various structures. Two lectures. Three hours laboratory. Four hours credit.

**IST 1124 – IT Foundations.**

This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture. Four hours lab. Four hours credit

**IST 1134 – Fundamentals of Data Communications.**

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two lectures. Four hours laboratory. Four hours credit.

**IST 1143 – Security Principles and Policies.**

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Two lectures. Two hours laboratory. Three hours credit.

**IST 1154 – Web and Programming Concepts.**

This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Two lectures. Four hours laboratory. Four hours credit.

**IST 1163 – Concepts of Database Design.**

This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two lectures. Two hours laboratory. Three hours credit.

**IST 1213 – Client Installation and Configuration.**

This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two lectures. Two hours laboratory. Three hours credit.

**IST 1223 – Network Components. (Prerequisite: IST 1134)**

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Two lectures. Two hours laboratory. Three hours credit.

**IST 1244 – Network Admin Using Microsoft Windows Server.**

This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

**IST 1254 – Network Administration Using Linux.**

This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Two lectures. Four hours laboratory. Four hours credit.

**IST 1314 – Visual BASIC Programming Language.**

This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. Two lectures. Four hours laboratory. Four hours credit.

**IST 1324 – RPG Programming Language.**

This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two lectures. Four hours laboratory. Four hours credit.

**IST 1334 – COBOL Programming Language (Prerequisite: IST 1154 or Permission of Instructor).**

This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two lectures. Four hours laboratory. Four hours credit.

**IST 1513/4 – SQL Programming.**

This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Structured Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Two/Three lectures. Two hours laboratory. Three/Four hours credit.

**IST 1523 – Advanced SQL Programming.**

This course is the second of a two-part series that offers students an extensive introduction to data server technology. Students are taught advanced concepts of both relational and object relational databases and the Structured Query Language (SQL). Students are taught to create and maintain database objects and control user access. Two lectures. Two hours laboratory. Three hours credit.

**IST 1714 – Java Programming Language.**

This introduction to the Java Programming Language is to include sort, loops, arrays, and applets. Two lectures. Four hours laboratory. Four hours credit.

**IST 2224 – Network Planning and Design (Prerequisite: IST 1223).**

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Two lectures. Four hours laboratory. Four hours credit.

**IST 2234 – Network Implementation (Prerequisite: IST 2224).**

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two lectures. Four hours laboratory. Four hours credit.

**IST 2314 – Systems Analysis and Design.**

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two lectures. Four hours laboratory. Four hours credit.

**IST 2324 – Script Programming (Prerequisite: IST 1154 or Permission of Instructor).**

This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two lectures. Four hours laboratory. Four hours credit.

**IST 2334 – Advanced Visual BASIC Programming Language (Prerequisite: IST 1314).**

This course is a continuation of the Visual BASIC programming language. Two lectures. Four hours laboratory. Four hours credit.

**IST 2344 – Database Programming & Design.**

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two lectures. Four hours laboratory. Four hours credit.

**IST 2354 – Advanced RPG Programming Language (Prerequisite: IST 1324).**

This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lectures. Four hours laboratory. Four hours credit.

**IST 2364 – Advanced COBOL Programming Language (Prerequisite: IST 1334).**

This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours lab. Four hours credit.

**IST 2374 – C Programming Language.**

This course is designed to introduce the student to the C programming language and its basic functions. Two lectures. Four hours laboratory. Four hours credit.

**IST 2384 – Advanced C Programming Language (Prerequisite: IST 2374).**

This course is a continuation of the study of the C programming language. Two lectures. Four hours laboratory. Four hours credit.

**IST 2414 – Flash Game Programming (Prerequisite: IST 2334).**

This course is an introduction to developing interactive web-based games using Flash and ActionScript programming. Upon completion of this course, students will be able to create a fully functional Flash game and post it to the web. Two lectures. Four hours laboratory. Four hours credit.



**IST 2464 – PowerShell Programming.**

This course is designed to introduce the student to the PowerShell command line language and its use in monitoring and maintaining Microsoft networks. The student will become familiar with the syntax of the command line language and its application in maintaining a modern network. Two lectures. Four hours laboratory. Four hours credit.

**IST 2494 – iOS Application Development (Prerequisite: IST 2334).**

This course is designed to introduce the student to creating inter- active applications for iOS devices using Objective C and Cocoa with the Xcode editor. This course will help the student become more adept at creating functional user interfaces and help them deal with program paths based on user input and/or calculated results. Two lectures. Four hours laboratory. Four hours credit.

**IST 292(1–3) – Special Problem in Information Systems Technology (Prerequisite: To be taken during the semester the student is to complete the program).**

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. Two to Six hours laboratory. One to 3 hours credit.

## **MAINTENANCE TECHNOLOGY**

**ENT 2273 – Facilities Planning.**

This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3D design and computer simulation. Two lectures. Two hours laboratory. Three hours credit.

**INT 1214 – Fluid Power.**

This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three lectures. Two hours laboratory. Four hours credit.

**INT 2114 – Control Systems I.**

This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Three lectures. Two hours laboratory. Four hours credit.

**MFT 2113 – Manufacturing Process I.**

The course would require study in manufacturing techniques from both a historical perspective and modern process improvement systems including plant layout, material handling, work station design, Kaizen, KanBan and Value Stream Mapping. Two lectures. Two hours laboratory. Three hours credit.

**MFT 2123 – Manufacturing Process II.**

The course would be a continuation of the previously listed, and introduce equipment and operations required to produce various products, including metal, wood and plastics processing. Also included would be an introduction to various material handling devices and process automation. Two lectures. Two hours laboratory. Three hours credit.

**MFT 2213 – Organizational Behavior.**

The course would help prepare students for their roles as change agents within an organization by identifying some of the potential issues that will be faced. Two lectures. Two hours laboratory. Three hours credit.

**MFT 291(1-3) – Special Problem in Automation and Control Technology**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automation and Control Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two-six hours laboratory. One-three hours credit.

**ROT 2413 – Automated Manufacturing Controls.**

This course is designed to teach the students the integrated control systems found in automated systems. Emphasis will be placed on encoders, optical devices, servo motors, stepper motors, computerized numerical control (CNC), vision and sensing systems, lasers, programmatic controllers, motor speed controls, and other similar devices. Two lectures. Two hours laboratory. Three hours credit.

**ROT 2613 – Mechanical Systems.**

This course introduces the students to mechanical components and drive systems commonly used in the industry. Emphasis is placed on installation, maintenance, and troubleshooting of these components and systems. Two lectures. Two hours laboratory. Three hours credit.

## **MARKETING TECHNOLOGY**

### **MMT 1113 – Marketing I.**

Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three lectures. Three hours credit.

### **MMT 1123 – Marketing II. (Prerequisite MMT 1113).**

A continuation of MMT 1113. Three lectures. Three hours credit.

### **MMT 2233 – Human Resource Management.**

Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three lectures. Three hours credit.

### **MMT 2513 – Entrepreneurship.**

Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. Two lectures. Two hours laboratory. Three hours credit.

### **MMT 2533 – Purchasing/Supply Management.**

Principles and techniques for developing an effective and efficient purchasing/supply/materials system. Emphasis on procedures, quantities, delivery, suppliers, price determination, outsourcing, service purchasing international purchasing, and quality specifications. Three lectures. Three hours credit.

### **MMT 2713 – Principles of Real Estate.**

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transfer of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

### **MMT 2723 – Real Estate Law.**

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

**MMT 2733 – Real Estate Finance.**

This course provides a background in the principles and methods of financing real estate. Real estate mortgage credit operations of commercial banks are broken into the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Both private and governmental institutions are covered. Three lectures. Three hours credit.

**MMT 2744 – Real Estate Appraisal.**

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

**OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY****OTA 1113 – Foundations of Occupational Therapy.**

This intake course is an introduction to the field of occupational therapy including history, role orientation, professional organizational structure, legal and ethical implications, legislation, specific practice arenas, and the process of service delivery. Three lectures. Three hours credit.

**OTA 1121 – Medical Terminology.**

This intake course is a study of medical language relating to body systems including diseases, physical conditions, abbreviations, and symbols as applied to occupational therapy. Professional language for occupational therapy will be included. One lecture. One hour credit.

**OTA 1132 – Therapeutic Anatomy.**

This intake course will focus upon the structures of the human body and their respective functions. Emphasis will be placed upon the muscular, skeletal, and nervous systems. Two lectures. Two hours credit.

**OTA 1213 – Pathology of Psychiatric Conditions.**

This intake course provides a basic knowledge of psychiatric disorders encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various psychiatric conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1223 – Pathology of Physical Disability Conditions.**

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological physical conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1233 – Pathology of Developmental Conditions.**

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological developmental conditions. The student will compare and contrast normal and abnormal developmental patterns. The role and function of the OTA in treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1243 – Pathology of Orthopedic Conditions (Prerequisites: OTA 1132 & OTA 1314).**

This intake course provides a basic knowledge of selected orthopedic conditions encountered in occupational therapy practice. Emphasis is placed upon mechanisms of pathology and basic treatment approaches. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1314 – Kinesiology (Prerequisite: OTA 1132).**

This intake course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait patterns, normal movement patterns, and goniometry. Three lectures. Two hours laboratory. Four hours credit.

**OTA 1413 – Therapeutic Media (Prerequisite: OTA 1113).**

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of woodworking and craft activities as therapeutic media. Emphasis is given to analyzation and instruction of activities frequently used as occupational therapy media. Two lectures. Two hours laboratory. Three hours credit.

**OTA 1423 – Occupational Therapy Skills I.**

This manipulative course provides fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. Observation and documentation techniques will be introduced. Two lectures. Two hours laboratory. Three hours credit.

**OTA 1433 – Occupational Therapy Skills II (Prerequisite: OTA 1423).**

This manipulative course provides intermediate practice skills used with patients/clients across the life-span and with various diagnosis. Two lectures. Two hours laboratory. Three hours credit.

**OTA 1513 – Group Process.**

This manipulative course introduces theory and research findings explaining group dynamics. The course teaches the student how to facilitate group effectiveness and the skills to apply that knowledge in practical situations. Methods and skills necessary to plan, write, and lead an occupational therapy group will be taught. The course focuses on the importance of group activity intervention primarily with the psychiatric population. Two lectures. Two hours laboratory. Three hours credit.

**OTA 1913 – Fieldwork IA (Prerequisite: OTA 1423).**

This course is designed to provide the student with an opportunity to observe and participate in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the assigned clinical setting. One lecture. Six hours clinical. Three hours credit.

**OTA 2443 – Occupational Therapy Skills III (Prerequisite: OTA 1433).**

This manipulation course provides advanced practice skills used with patients/clients across the life-span and with various diagnoses. Two lectures. Two hours laboratory. Three hours credit.

**OTA 2714 – Concepts in Occupational Therapy (Prerequisite: OTA 1223, 1423, 1242 or 1243).**

This manipulative course studies the occupational therapy treatment techniques for a variety of diagnoses while incorporating theoretical concepts. Three lectures. Two hours laboratory. Four hours credit.

**OTA 2812 – Healthcare Systems.**

This intake course is designed to examine the context of service delivery for occupational therapy. Various models of health care, education, community, and social systems will be examined. Two lectures. Two hours credit.

**OTA 2935 – Fieldwork IB (Prerequisite: OTA 1423).**

This application course is designed to provide the student with an opportunity to apply their knowledge of the occupational therapy process in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the clinical setting. One lecture. Twelve hours clinical. Five hours credit.

**OTA 2946 – Fieldwork IIA (Prerequisites: OTA 1113, 1121, 1132, 1213, 1223, 1233, 1242, 1314, 1413, 1423, 1433, 1513, 1913, 2443, 2714, 2812, 2935, 2961).**

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIA the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

**OTA 2956 – Fieldwork IIB (Prerequisites: OTA 1113, 1121, 1132, 1213, 1223, 1233, 1242, 1314, 1413, 1423, 1433, 1513, 1913, 2443, 2714, 2812, 2935, 2961).**

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIB, the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

**OTA 2961 – Occupational Therapy Transitions I.**

This course provides information and guidance to the student for their transitional process of becoming an Occupational Therapy Practitioner. This course will encompass a variety of professional skills and concepts. In addition, vital life skills will be discussed. One lecture. One hour credit.

**OTA 2971 – Occupational Therapy Transitions II (Prerequisite: OTA 2961).**

This course provides final preparation to the student for the transitional process of becoming an Occupational Therapy Practitioner. Three day seminar. One hour credit.

## **PARALEGAL TECHNOLOGY**

**LET 1113 – Introduction to Law.**

This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three lectures. Three hours credit.

**LET 1213 –Legal Research.**

This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two lectures. Two hours laboratory. Three hours credit.

**LET 1513 – Family Law.**

This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture. Three hours credit.

**LET 1523 – Wills and Estates.**

This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three hours lectures. Three hours credit.

**LET 1713 – Legal Writing (Prerequisites: LET 1113 & LET 1213).**

This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Two hours lecture. Two hours laboratory. Three hours credit.

**LET 2313 – Civil Litigation I (Prerequisites: LET 1113 & LET 1213).**

This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lectures. Three hours credit.

**LET 2323 – Torts (Prerequisite: LET 1113).**

This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages, remedies, and ethics. Three hours lectures. Three hours credit.

**LET 2333 – Civil Litigation II (Prerequisite: LET 2313).**

This course is designed to continue the study of the litigation process from discovery through appeal. Three hours lectures. Three hours credit.

**LET 2343 – Contracts.**

This course provides instruction in the area of contract law, concentrating on the elements of a valid contract, various types of contracts, the Uniform Commercial Code, and ethical issues in contract law. Three hours lectures. Three hours credit.

**LET 2353 – Criminal Law.**

This course provides an overview of criminal law, and the procedures involved in the criminal process. The course focuses on the Mississippi court system, legal terminology involved in criminal practice, and on gathering information and evidence, and using ethical standards. Three hours lectures. Three hours credit.

**LET 2453 – Real Property I.**

This course is an introduction to real property law including ownership and transfer, employing ethics. Three hours lectures. Three hours credit.

**LET 2463 – Real Property II (Prerequisite: LET 2453).**

Examine legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract. Three hours lecture. Three hours credit.

**LET 2523 – Bankruptcy Law (Prerequisite: LET 1113)**



This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters and forms. Three lectures. Three hours credit.

**LET 2633 – Law Office Management.**

This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Three hours lecture. Three hours credit.

**LET 2913 – Special Problem in Paralegal Technology.**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. Three hours lecture. Three hours credit.

**LET 2923 – Internship for Paralegal.**

Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (135 clock hours supervised work experience minimum). Three hours credit.

## **PHYSICAL THERAPY ASSISTANT**

**PTA 1123 – Fundamental Concepts of Physical Therapy**

This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced. Three lectures. Three hours credit.

**PTA 1131 – PTA Practicum I.**

This course is designed to provide the student with observational time with participation in selected physical therapy activities. Three hours clinical. One hour credit.

**PTA 1213 – Fundamental Skills for Physical Therapist Assistants (Pre/Co-requisite: PTA 1123).**

This course provides knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning, draping, transfers, body mechanics, gait training, and standard precautions. Vital signs, first aid, and emergency techniques will also be covered. Two lectures. Two hours laboratory. Three hours credit.

**PTA 1223 – Therapeutic Modalities (Pre/Co-requisites: PTA 1123, 1213 & 1314).**

This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, and contraindications of modalities. Two lectures. One hour laboratory. Three hours credit.

**PTA 1314 – Kinesiology (Pre/Co-requisites: PTA 1123 & 1213).**

This course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait analysis, goniometry, and postural assessment. Three lectures. Two hours lab. Four hours credit.

**PTA 1324 – Therapeutic Exercise and Rehabilitation I (Pre/Co-requisites: PTA 1123, 1213, 1223 & 1314).**

This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercise are correlated with specific conditions. This course focuses on rehabilitation techniques in the treatment of a variety of selected conditions. Specialized exercise procedures are emphasized. Three lectures. Two hours laboratory. Four hours credit.

**PTA 1912 – Seminar I.**

This course presents the opportunity for group assembly on a regular basis to work toward achievement of course objectives. Leadership skills, an understanding of group dynamics, community service, interaction with other health education students, and the practice of reading and interpreting professional literature are emphasized. A desire to continue development of knowledge and skills is stressed. Two hours lecture. Two hours credit.

**PTA 1922 – Seminar II (Prerequisite: PTA 1123).**

This course provides the opportunity for group assembly on a regular basis to work to achieve course objectives. Demonstration of leadership skills, an understanding of group dynamics, community service, interaction with other health education students, and the practice of reading and interpreting professional literature are further developed. A desire to continue development of knowledge and skills is emphasized. Two lectures. Two hours credit.

**PTA 2234 – Electrotherapy (Prerequisites: PTA 1123, 1213 & 1314).**

This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contraindications of modalities are also discussed. Three lectures. Two hour laboratory. Four hours credit.

**PTA 2334 – Therapeutic Exercise and Rehabilitation II (Pre/Co-requisites: PTA 1123, 1213, 1223, 1314, 1324 & 2413).**

This course presents theory, principles, and techniques of therapeutic exercise and rehabilitation for primarily neurological conditions. Methods of functional, motor, and sensory assessment and intervention techniques are included. Principles of prosthetics and orthotics, functional training, and other techniques are covered. Three lectures. Two hours laboratory. Four hours credit.

**PTA 2413 – Clinical Education I (Prerequisites: Core Physical Therapist Assistant Courses).**

This course provides supervised clinical experiences in demonstrating the attributes and applying the skills for which students have been deemed competent for the clinical setting. Nine hours clinical. Three hours credit.

**PTA 2423 – Clinical Education II (Prerequisites: Core Physical Therapist Assistant Courses).**

This is the first of three culminating clinical education experiences (identified in a Normative Model of PTA Education as the first full-time clinical experience) that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the physical therapy profession. Nine hours clinical. Three hours credit.

**PTA 2433 – Clinical Education III (Prerequisites: Core Physical Therapist Assistant Courses).**

This is the second of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession. Nine hours clinical. Three hours credit.

**PTA 2443 – Clinical Education IV (Prerequisites: All Core Physical Therapist Assistant and Clinical Education Courses).**

This is the third of three culminating clinical education experiences (identified in a Normative Model of PTA Education as the last full-time clinical experience) that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession. Nine hours clinical. Three hours credit.

**PTA 2513 – Medical Conditions and Related Pathology (Pre/Co-requisites: PTA 1123, 1213, 1314, 1324 1223, 2234, 2413 & 2334).**

This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is on etiology, pathology, and clinical picture of diseases studied. Various physical therapy procedures in each disability are discussed. Three lecture. Three hours credit.

**PTA 2523 – Physical Therapy Seminar (Prerequisite: Four semesters of core Physical Therapist Assistant course work).**

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included. Three lectures. Three hours credit.

**PTA 2912 – Seminar III (Prerequisite: PTA 1912 & 1922).**

This course further develops the principles and characteristics presented in PTA 1912 & PTA 1922. Two lectures. Two hours credit.

## **PRECISION MACHINING TECHNOLOGY**

**MST 1114 – Power Machinery I.**

A course in the operation of power machinery. Includes instruction and practice in the safe operation of lathes, drill presses, and vertical mills. Two lectures. Four hours laboratory. Four hours credit.

**MST 1124 – Power Machinery II (Prerequisite: MST 1114).**

A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two lectures. Four hours laboratory. Four hours credit.

**MST 1233 – Basic Shop Math.**

A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion. Trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

**MST 1313 – Machine Tool Mathematics.**

An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Two lectures. Two hours laboratory. Three hours credit.

**MST 1413 – Blueprint Reading.**

A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Two lectures. Two hours laboratory. Three hours credit.

**MST 1423 – Advanced Blueprint Reading (Prerequisite: MST 1413).**

A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Two lectures. Two hours laboratory. Three hours credit.

**MST 1613 – Precision Layout.**

An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Two lectures. Two hours laboratory. Three hours credit.

**MST 2134 – Power Machinery III (Prerequisite: MST 1124).**

A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Two lectures. Four hours laboratory. Four hours credit.

**MST 2144 – Power Machinery IV (Prerequisite: MST 2135).**

A continuation of Power Machinery III with emphasis on highly advanced operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two lectures. Four hours laboratory. Four hours credit.

**MST 2714 – Computer Numerical Control Operations I.**

An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system programming codes and commands and tooling requirement for NC/CAM machines. Three lectures. Two hours laboratory. Four hours credit.

**MST 2724 – Computer Numerical Control Operations II (Pre/Co-requisite: MST 2714).**

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two lectures. Four hours laboratory. Four hours credit.

**MST 2813 – Metallurgy.**

An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Two lectures. Two hours laboratory. Three hours credit.

**MST 2911 - 2913 – Special Problem in Machine Tool Technology.**

A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One - three hours credit.

## **SURGICAL TECHNOLOGY**

### **SUT 1113 – Fundamentals of Surgical Technology (Co-requisites: All 1st semester courses) (Prerequisites: CPR-Health Care Provider).**

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, and biomedical sciences. Three lectures. Three hours credit.

### **SUT 1216 – Principles of Surgical Technique (Co-requisites: All 1st semester courses).**

This course is a comprehensive study of aseptic technique, safe patient care, anesthesia, pharmacology, and surgical techniques. Two lectures. Eight hours laboratory. Six hours credit.

### **SUT 1314 – Surgical Anatomy (Co-requisites: All 1st semester courses).**

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Four lectures. Four hours credit.

### **SUT 1413 – Surgical Microbiology (Co-requisites: All 1st semester courses).**

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three lectures. Three hours credit.

### **SUT 1518 – Basic and Related Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Four lecture. Twelve hours clinical. Eight hours credit.

### **SUT 1528 – Specialized Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, techniques, and safe patient care in surgical specialty areas of ear, nose, and throat; eye; oral & maxillofacial surgery, orthopedics, and plastics. This course requires clinical experience in area hospital surgical suites and related departments. Four lectures. Twelve hours clinical. Eight hours credit.

**SUT 1538 – Advanced Surgical Procedures (Prerequisites: All 2nd semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, techniques, and safe patient care in surgical specialty areas of neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, employability skills, and all-hazards preparation. This course requires clinical experience in area hospital surgical suites and related departments, and a comprehensive final examination. Four lectures. Twelve hours clinical. Eight hours credit.

**SUT 1703 – Certification and Role Transition.**

This course is an in-depth study of the role of the surgical technologist and review for the certification examination. The course examines liability and legal issues of practice, adapting critical thinking skills to a variety of practice settings, effective team and professional behaviors, continuing education, and ethical issues. Practice on computer simulations is required. Three lectures. Three hours credit.

## **WORK-BASED LEARNING**

**WBL 191(1-3) — Work-Based Learning I.**

**WBL 192(1-3) — Work-Based Learning II.**

**WBL 193(1-3) — Work-Based Learning III.**

**WBL 291(1-3) — Work-Based Learning IV.**

**WBL 292(1-3) — Work-Based Learning V.**

**WBL 293(1-3) — Work-Based Learning VI.**

Work-Based Learning offers supervised work experience for Career/Technical majors in which the student, Work-Based Learning Coordinator/Instructor, and worksite supervisor/mentor develop and implement a business/education training agreement. Work-Based Learning is designed to integrate the student's academic and technical skills into a work environment. Six semesters of Work-Based Learning are offered with 1-3 semester hours credit available per semester and summer sessions. Credit is awarded based on the following chart:

45 clock hours at work per semester = 1 hour credit

90 clock hours at work per semester = 2 hours credit

135 clock hours at work per semester = 3 hours credit

A maximum of six hours of WBL credits may be substituted for technical courses (required or elective) upon the approval of the student's advisor, the campus Career-Tech Director, and the Career-Tech Vice President.

# CAREER COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward career certificates. It is not designed to transfer in an academic major.

## COSMETOLOGY

### **COV 1122 – Cosmetology Orientation**

This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Two hours credit.

### **COV 1245 – Cosmetology Sciences I**

This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

### **COV 1255 – Cosmetology Sciences II (Pre/Co-requisite: COV 1245)**

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

### **COV 1263 – Cosmetology Sciences III (Prerequisite: COV 1255)**

This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Three hours laboratory. Three hours credit.

### **COV 1426 – Hair Care I**

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.



**COV 1436 – Hair Care II (Pre/Co-requisite: COV 1426)**

This course consists of the advanced study of properties of the hair and scalp, principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.

**COV 1443 – Hair Care III (Pre/Co-requisite: COV 1436)**

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Nine hours laboratory. Three hours credit.

**COV 1522 – Nail Care I.**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

**COV 1532 – Nail Care II (Pre/Co-requisite: COV 1522)**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

**COV 1542 – Nail Care III (Pre/Co-requisite: COV 1532)**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

**COV 1622 – Skin Care I**

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

**COV 1632 – Skin Care II (Pre/Co-requisite: COV 1622)**

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

**COV 1642 – Skin Care III (Pre/Co-requisite: COV 1632)**

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

**COV 1722 – Salon Business I**

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

**COV 1732 – Salon Business II (Pre/Co-requisite: COV 1722)**

This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

**COV 2816 – Cosmetology Teacher Training I (Pre/Co-requisite: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license).**

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

**COV 2826 – Cosmetology Teacher Training II (Pre/Co-requisite: COV 2816).**

Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

**COV 2836 – Cosmetology Teacher Training III (Pre/Co-requisite: COV 2826).**

Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

**COV 2846 – Cosmetology Teacher Training IV (Pre/Co-Requisite: COV 2836).**

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

## **PRACTICAL NURSING**

### **PNV 1213 – Body Structure and Function.**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Three lectures. Three hours credit.

### **PNV 1444 – Nursing Fundamentals & Clinical**

This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the lifespan, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. Seven lectures. Ten hours lab. Six hours clinical. Fourteen hours credit.

### **PNV 1524 – IV Therapy & Pharmacology (Prerequisites: PNV 1213 & PNV 1444).**

This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code. Three lectures. Two hours lab. Four hours credit.

### **PNV 1682 – Adult Health Nursing Concepts & Clinical (Prerequisites: PNV 1213 & PNV 1444).**

This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student to practical nurse. Eight lectures. Four hours clinical. Twelve hours credit.

### **PNV 1728 – Speciality Areas in Nursing (Prerequisites: PNV 1213 & PNV 1444).**

This course provides the student with the basic knowledge and skills to promote and/or provide safe and effective care for clients and families during the antepartum, intrapartum, and postpartum periods as well as in infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration.

7.33 lectures. Two hours clinical. Eight hours credit.

### **PNV 1914 – Nursing Transition.**

Nursing Transition promotes the development of clinical decision-making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included. Two hours lecture. Two hours lab. Three hours clinical. Four credit hours.

## **WELDING, BRAZING AND SOLDERING**

### **WLT 1115 – Shielded Metal Arc Welding I (SMAW).**

This course is designed to teach students welding techniques using the SMAW process. One lecture. Eight hours laboratory. Five hours credit.

### **WLT 1124 – Gas Metal Arc Welding (GMAW).**

This course is designed to give the student experience in various welding applications with the GMAW process using various modes of transfer. One lecture. Six hours laboratory. Four hours credit.

### **WLT 1135 – Gas Tungsten Arc Welding (GTAW).**

This course is designed to give the student experience in various welding applications using the GTAW process. One lecture. Eight hours laboratory. Five hours credit.

### **WLT 1143 – Flux Cored Arc Welding (FCAW).**

This course is designed to give the student experience using FCAW process. One lecture. Four hours laboratory. Three hours credit.

### **WLT 1154 – Pipe Welding (Prerequisites: WLT 1115 & 1225).**

This course is designed to give the student experience in pipe welding procedures. One lecture. Six hours laboratory. Four hours credit.

### **WLT 1162 – Gas Metal Arc Aluminum Welding.**

This course is designed to give the student experience in Gas Metal Aluminum Welding. One Lecture. Two hours laboratory. Two hours credit.

### **WLT 1173 – Introduction to Welding and Safety.**

This course is designed to give student an introduction to the welding profession and experience in safety procedures related to welding. Two lectures. Two hours laboratory. Three hours credit.

### **WLT 1225 – Shielded Metal Arc Welding II.**

This course is designed to teach students advanced welding techniques using the SMAW process. One lecture. Eight hours laboratory. Five hours credit.

### **WLT 1232 – Blueprint Reading, Welding Symbols, and Metallurgy.**

This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. One lecture. Two hours laboratory. Two hours credit.

**WLT 1252 – Advanced Pipe Welding.**

This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. One lecture. Two hours laboratory. Two hours credit.

**WLT 1313 – Cutting Processes.**

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. One lecture. Four hours laboratory. Three hours credit.

**WLT 1912 – Special Problems in Welding and Cutting Technology.**

A course to provide the students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Four hours laboratory. Two hours credit.

**WLT 192(1-6) – Supervised Work Experience in Welding and Cutting Technology.**

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 45 to 270 industry hours. One to six hours credit.

**WLT 2812 – Welding Metallurgy.**

This course is designed to give the student experience in the concept of metallurgy and how metals react to internal and external strains and temperature changes. Two lectures. Two hours credit.

**WLT 2913 – Welding Code.**

This course is designed to give the student experience in the various welding codes and the experience in interpretation of these codes. Three lectures. Three hours credit.

## **ADDENDUM A:**

### **Information Technology Use Policy**

#### **General**

Holmes Community College is dedicated to providing the best possible services to its employees and students and is committed to ensuring that the information system resources are used appropriately for the purposes they are intended. This policy governs the use of all computers, computer-based communications, networks, and all related equipment (including vocational equipment) administered by Holmes Community College, referred to hereafter as HCC. This policy is designed to help you understand the expectations for the use of the resources provided. Restrictions placed on use are to protect the resources and integrity of the network and to comply with all local, state, and federal laws and regulations. By using these facilities and equipment the user acknowledges consent to abide by this policy.

#### **Authorized Users**

An authorized user is defined as any employee, student, or guest that has completed the Information Technology Use Agreement Form and/or has been approved by the Information Technology Department, referred to hereafter as IT. The form can be found at [www.holmescc.edu/policies/itup](http://www.holmescc.edu/policies/itup). For students, the agreement form will be part of the enrollment application.

#### **Appropriate and Acceptable Use**

The computer facilities, equipment, and software of HCC are to be used only by authorized users. Appropriate use is defined as official business conducted by authorized users. However, occasional or incidental use by authorized users for personal, non- business purposes is acceptable, as is the case with personal phone calls, provided that all use is compliant with this policy. Users need to demonstrate a sense of responsibility and may not abuse the privilege. The user should be aware that any communications, files or use of HCC information systems resources are not to be considered private or confidential, regardless of passwords and deletions, and may be monitored, searched and/or archived at any time. HCC reserves the right to prohibit access to certain sites, material and programs. If questions arise as to whether a specific activity complies with appropriate and acceptable use, contact IT. Contact information is located at [www.holmescc.edu/policies/itup](http://www.holmescc.edu/policies/itup).

The following are some guidelines for appropriate and acceptable use:

- Be polite. Do not be abusive in your communications or emails to others.
- Use appropriate language. Do not use obscene language, vulgarities, sexually suggestive or any language that may be derogatory toward race, religion, ethnicity, or gender.
- Communications should be in a professional manner and not reflect negatively upon HCC.
- Proper email etiquette is recommended. [www.holmescc.edu/policies/itup/etiquette.htm](http://www.holmescc.edu/policies/itup/etiquette.htm)
- Email groups have been created to easily communicate business related information to faculty and staff. Refrain from using these addresses for non- business related material.
- Alternate means of delivery should be considered when sending large attachments especially to multiple recipients.
- Users are responsible for the physical condition of the equipment that they are operating. User shall not break, disassemble or otherwise cause damage to any computer or computer related equipment.
- Sharing of resources or access to resources between students, faculty and staff must be approved by IT.
- If you learn of a virus alert or security threat, report it only to IT for evaluation immediately. Do NOT take any other action.

The following are expressly prohibited:

- Violating any local, state or federal laws and regulations while using HCC facilities and equipment.
- Viewing, storing or distributing obscene, pornographic or objectionable material.
- Participating in gambling.
- Downloading or distributing or attempting to download or distribute pirated software or data.
- Deliberately propagating any virus, worm, Trojan horse, or trap-door program code.
- Disabling or overloading or attempting to disable or overload any system or network.
- Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication.
- Intentionally causing network congestion or significantly hampering the ability of other users to access resources.
- Disclosing any confidential or HCC information unless granted by HCC.
- Violating copyright laws to include copy, retrieve, modify, or forward copyright materials except as permitted by the copyright owner.
- Using HCC information systems resources for soliciting, personal financial gain, partisan political activities or distributing "junk" email such as chain letters or spam.
- Engaging in any activity that may disrupt the use of resources for other users.
- Using the messenger service. This service is to be utilized only by Computer Services.
- Installing servers, workstations, or notebook computers onto the network for any intention. Installations must be approved by CS prior to installation to insure the security and integrity of the network.

## **Software**

Software programs, including but not limited to, Internet downloaded programs, utilities, add-ins, shareware, freeware, Internet access software, patches, or upgrades, shall not be installed, removed or altered on any desktop, laptop, or server without prior approval from IT. The software on each computer will be inventoried on a regular basis to ensure compliance. Software owned or licensed by HCC may not be copied to alternate media except for backup purposes, distributed by email, transmitted electronically, or used in its original form on other than the equipment it was licensed for. In no case is the license agreement or copyright to be violated. Software licensed to HCC is to be used for its intended purpose according to the license agreement. Users are responsible for using software in a manner consistent with the licensing agreements of the manufacturer.

## **Hardware**

Modifications or additions are not allowed without prior approval from IT. Do not relocate hardware unless it is approved by the person responsible and a transfer form has been completed and delivered to Purchasing. Information systems equipment should not be removed from the premises of HCC without the permission from the department head and/or Purchasing. In the event equipment is to be off premises for an extended time, the employee responsible for the equipment must file a written hand receipt with Purchasing. Mobile equipment such as notebook computers, projectors, and cameras used in daily offsite work may be taken off campus by the person it was assigned to.

## **Security**

Important and sensitive data is processed and stored on HCC computer systems. Local area networks (LAN), wide area networks (WAN), and the Internet increase the risk that data can be inappropriately accessed and used. Usernames and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by other individuals. HCC has implemented several security measures to assure the safety and integrity of the network and data. Anyone who attempts to disable, defeat or circumvent any security measure will be subject disciplinary action. Do NOT give your password to anyone other than IT.



- Do NOT post your password in a readily accessible area (ex. On monitor, an unlocked desk drawer).
- Do NOT leave your computer logged on while not in use.
- Do NOT use someone else's account.
- Do NOT let someone use a computer while logged on with your account.
- Do NOT allow someone to connect a computer to the HCC network without approval from IT.
- Do NOT attempt to hack/crack passwords
- Do NOT attempt to hack/crack into any systems.
- Do NOT engage in any activity which may compromise the security of HCC electronic data, computer systems, internal networks, or external networks.
- Do NOT use any wireless devices without authorization from IT. This includes, but is not limited to, routers, hubs, or modems.
- Do NOT connect computer systems to the network while modems are in use.
- Do NOT create additional domains or workgroups.
- Do NOT connect any hardware to the HCC network without prior approval from IT.

## **Data Backups**

Even though IT maintains regular backups, it is the sole responsibility of each user to backup data that is important to them. Space has been reserved on selected servers for each employee to store important business related material. Do not store non-business related material in this space. Some classes provide network storage for students. This space is reserved for classroom material only. IT performs a daily backup of all network data files and system files. A complete backup is stored offsite monthly in the event of theft, fire, or other major disaster. This backup does not include data on each workstation.

## **Reliability**

HCC/IT makes no warranties of any kind, whether expressed or implied, for the services that it is providing. HCC/IT will not be responsible for any damages you suffer. This includes, but not limited to, loss of data resulting from hardware failure, delays, non-deliveries, incorrect deliveries, or service interruptions.

## **Violations**

All users are required to report any violations of this policy immediately to IT. The Copyright Act of 1976 (amended in 1984) imposes fines up to \$250,000 and up to two years imprisonment for first offenders who have willfully infringed a software copyright. The aim is to deter and punish software criminals. The law also applies to individuals and businesses that misuse copyrighted software. All copyright violations at HCC should be reported to CS so appropriate action can be taken to ensure HCC is operating within the scope of the law.

Any user who violates this policy is subject to disciplinary action which may include paying for damages, fines, denial of access to technology resources or other remedies applicable under local, state or federal laws or regulations. Faculty and Staff may also be subject to probation, suspension, or termination. Students may also be subject to suspension, expulsion, and /or other remedies as outlined in school and district policies. Furthermore, in the event of any illegal activity, the user may also be reported to the appropriate law enforcement authority which may result in criminal or civil prosecution. HCC will fully cooperate with law enforcement during an investigation.

## **Revisions**

This policy is subject to revision at any time. It is the user's responsibility to conform to the current policy. The current policy and all revisions will be posted at [www.holmescc.edu/policies/itup](http://www.holmescc.edu/policies/itup).

## **ADDENDUM B:**

### **Copyright Policy**

#### **Ownership of Material/Copyright**

##### **I. Intellectual Property**

This policy is applicable to and shall be deemed to be a part of the contract between Holmes Community College and full-time, part-time, and adjunct faculty and other employees and students of the college.

Any employee who plans to create materials or objects developed wholly or partially using Holmes Community College time, equipment, materials or facilities, and who plans to copyright, patent, or otherwise merchandise those materials or objects shall inform the President of that intent prior to using any college resources. Final approval of the resulting agreement rests with the President.

##### **A. College Ownership**

Holmes Community College reserves the right of ownership of all intellectual property including but not limited to, books, web pages, electronic documents, programs, curricular, etc. written or otherwise created while using College materials or equipment and while working during time that is compensated by the College.

Holmes, in return for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that work full ownership of any present or subsequent copyright/patent in accordance with the following paragraph:

In the event that materials or objects are sold to entities outside the college, all income will go to the college until all developmental expenditures incurred by Holmes for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies, and other expenses related to the creation of the materials or objects, are recovered. Thereafter, all remuneration as a result of copyright, publication or patented sale, will go to the creator(s) of the materials or objects.

##### **B. Individual Ownership**

However, intellectual property created by an employee of Holmes Community College on their own time and without the use of college facilities, equipment, materials, or support shall be the sole property of the creator(s).

Holmes employees are free to benefit from royalties and monies accruing from books written; teaching aids developed including workbooks, laboratory manuals, transparencies, tapes, films, computer programs, and similar materials; and any equipment designed or invented provided the work to produce such creations is done on the employee's own time and without the use of college facilities, equipment, materials, or support.

No college employee may realize a profit from materials sold exclusively to Holmes Community College students.

##### **C. Co-ownership by College and Individual**

In the event that the ownership of the intellectual property is shared by the College and the employee/creator (partnership), the employee/creator will share in the equity (right, claim, or interest) resulting from an intention or copyright. Further, the employee/creator will be entitled to participate in the management of a business related to development of his/her intellectual property. Finally, the employee/creator may share in the equity of a company designed to market for profit the created product.

Holmes Community College adheres to the principles set forth in the Copyright Law, 1976, and the Digital Millennium Copyright Act, 1998.

Since no employee of the college, acting as an employee of the college, may duplicate, distribute, and/or otherwise publish protected material without the written permission of the copyright holder, except under those circumstances in which use of the copy- righted material qualifies under the fair-use provision of the copyright laws, therefore- All persons wishing to copy and publish/distribute copyrighted material, including instructors wishing to use copyrighted material in their course handouts, syllabi, exams, etc., or publish such material through the Internet in online courses or otherwise transmit such material electronically or any other way, must obtain a copy of written permission to do so from the copyright holder.

# INDEX

AA (Associate of Arts) Degree.....	75
AAS (Associate of Applied Science) Degree.....	76
Absence Policy .....	66
Absence Policy for Internet-Based Classes .....	69
Academic Achievement .....	52
Academic Course Descriptions .....	265
Academic Education Programs .....	138
Academic Policies and Regulations .....	54
Academic Probation.....	52
Academic Standing.....	52
Academic Suspension .....	52
Accounting .....	141
Accounting Courses.....	265
Accounting Technology .....	217
Accreditations and Memberships .....	2
ACCUPLACER Placement .....	54
Achievement Scholarships .....	118
ACT Concordance Table .....	55
ACT Placement.....	54
ACT Scholarships .....	118
Addendums.....	363
Administration .....	10
Administrative Office Technology .....	218
Administrative Withdrawal .....	71
Admission into Specific Programs .....	51
Admission Requirements.....	48
ADN (Associate Degree Nursing).....	205
Advanced Placement Program (AP).....	63
Advanced Technical Certificate Requirements .....	78
Advising .....	56
Agriculture.....	142
AP (Advanced Placement) Program.....	63
Appeal Discipline .....	95
Appeal Fee .....	84
Appeal Financial Aid .....	112
Appeal Grade.....	84
Appeals Procedure for Class Cut-Out .....	68
Appeals Procedure for Grievance/Complaints .....	83
Architectural Engineering Technology.....	231
Army Courses .....	265
Art .....	143
Art Courses.....	266
Articulation for Career-Technical Students.....	214
Associate Degree Nursing (ADN) Program.....	205
Associate Degree Nursing Courses .....	296
Associate of Applied Science (AAS) Degree Requirements .....	76

Associate of Arts (AA) Degree Requirements .....	75
Athletic Scholarships .....	120
Athletic Training .....	144
Attala Center .....	46
Attendance Policy for Internet-Based Classes .....	69
Attendance Requirements .....	65
Auditing a Course .....	61
Automotive Technology .....	215
Automotive Technology Courses .....	299
Aviation Management .....	145
Banking and Finance Technology Courses .....	301
Billing & Coding Technology .....	219
Biological Science .....	146
Biology Courses .....	267
Board of Trustees .....	2
Board of Trustees' Scholarship .....	118
Boards of Supervisors .....	3
Book Vouchers .....	85
Bookstore .....	89
Business & Office Administration Courses .....	271
Business & Office Technology Courses .....	302
Business Administration .....	147
Business Administration Courses .....	269
Business Administration Technology Courses .....	301
Business Management Technology .....	220
Business Technology .....	216
Business Technology Accounting .....	217
Business Technology Administrative Office .....	218
Business Technology Billing & Coding .....	219
Business Technology Business Management .....	220
Business Technology Medical Office .....	221
Cafeteria .....	89
Calendar .....	4
Campus Police .....	91
Campus Recreation .....	101
Campus Regulations .....	93
Career Certificate Requirements .....	78
Career Course Descriptions .....	356
Career Education Programs .....	260
Career/Technical Education (CTE) Support Services Coordinator .....	214
Certificate of Graduation Requirements .....	77
Chemical/Biological/Petroleum Engineering .....	155
Chemistry .....	148
Chemistry Courses .....	271
Child Development Technology Courses .....	308
Child Development/Child Care & Family Education .....	149
Civil/Mechanical/Aerospace Engineering .....	156
Class Probation .....	68
Class Standing .....	64

Classroom Attendance Requirements .....	65
Classroom Policies & Requirements .....	57
CLEP (College Level Examination Program) .....	63
Clubs and Organizations .....	131
College Level Examination Program (CLEP) .....	63
Collision Repair Technology .....	222
Collision Repair Technology Courses .....	308
Communications .....	150
Community Services .....	107
Computer Networking Technology .....	243
Computer Programming Technology .....	244
Computer Science .....	151
Computer Science Courses .....	272
Conservation Law Enforcement Technology .....	223
Conservation Law Enforcement Technology Courses .....	310
Construction Technology .....	232
Continuing Education .....	107
Copyright Policy .....	366
Correspondence Courses .....	64
Cosmetology .....	261
Cosmetology Courses .....	356
Course Offerings for Online Classes .....	58
Course Repeats .....	62
Credit and Grades .....	60
Credit for Non-Classroom Experiences .....	63
Criminal Justice .....	152
Criminal Justice Administration Technology .....	224
Criminal Justice Administration Technology Courses .....	310
Criminal Justice Courses .....	273
Critical Care Paramedic .....	225
Dean's Scholarship .....	118
Dean's List .....	79
Degrees and Certificates .....	73
Disability Support Services .....	88
Discipline .....	92
Discipline and Appeal Procedure .....	94
Distance Education .....	47
District Officers .....	9
District-Wide Campus Regulations .....	93
Dormitories .....	102
Drafting & Design Technology .....	233
Drops & Adds During Registration .....	70
Dual Enrollment of High School Students .....	52
Early Admission of High School Students Program .....	53
Early Admissions Other .....	53
Earning a Second Degree .....	80
Economics .....	153
Economics Courses .....	275
Education Courses .....	275

Educational Psychology Courses .....	276
eLearning.....	47, 58
Electrical Technology Courses .....	310
Electrical/Computer/Software Engineering.....	157
Electronics Technology Courses .....	312
Elementary Education.....	154
Emergency Medical Sciences .....	225
Emergency Medical Sciences Critical Care .....	225
Emergency Medical Sciences Paramedic .....	227
Emergency Medical Sciences/Paramedic Courses.....	313
Endowed Scholarships .....	122
Engineering.....	155
Engineering Chemical/Biological/Petroleum .....	155
Engineering Civil/Mechanical/Aerospace .....	156
Engineering Courses .....	276
Engineering Electrical/Computer/Software.....	157
Engineering Technology .....	230
Engineering Technology Architectural Engineering .....	231
Engineering Technology Construction.....	232
Engineering Technology Courses .....	317
Engineering Technology Drafting & Design .....	233
Engineering Technology Industrial Engineering Management.....	234
Engineering Technology Industrial Technology .....	235
Engineering Technology Interior Design .....	236
English .....	158
English Core Courses.....	73
English Courses.....	276
Entertainment Industry Studies .....	159
Examinations .....	65
Exercise Science/Kinesiology.....	160
Expenses .....	85
Faculty .....	20
Faculty Accessibility.....	56
Family Educational Right and Privacy Act (FERPA) .....	82
Federal Pell Grant.....	113
Fee Appeal .....	84
Fees .....	85
Finance .....	161
Financial Aid .....	108
Financial Aid Appeal Process.....	112
Financial Aid Probation.....	111
Financial Aid Suspension .....	111
Fine Arts Core Courses .....	73
Fines .....	92
Foreign-Born Students .....	50
Forensic Science .....	162
Forest Technology .....	237
Forest Technology Courses .....	324
Forestry and Wildlife .....	163

Full-Time Students.....	48
Funeral Service Technology.....	238
Funeral Service Technology Courses .....	325
General College Studies.....	164
General Education Core Course Numbers & Titles.....	73
General Information .....	43
Geography Courses.....	278
Goodman Campus.....	45
Goodman Campus Officers .....	9
Grade Appeal.....	84
Grade Recognition and Honors .....	79
Grade Reports .....	62
Grade Symbols.....	60
Grades .....	60
Graduation .....	79
Graduation Application .....	79
Graduation Honors .....	80
Graduation Requirements .....	73
Graphics and Drawing Courses.....	278
Grenada Campus .....	46
Grenada Campus Officers .....	9
Guidance & Counseling.....	57
HCC Development Foundation Scholarships .....	122
Health Informatics & Information Management .....	166
Health Sciences.....	173
Health Service .....	88
Health, Physical Education and Recreation Courses.....	278
Health-Related Professions.....	167
Heating, Ventilation, AC & Refrigeration Technology.....	241
Heating, Ventilation, AC, & Refrigeration Technology Courses .....	328
History.....	174
History Courses .....	281
History of HCC.....	43
Holmes Plus Scholarship.....	119
Honesty Policy .....	70
Honors Courses.....	281
Humanities Core Courses .....	73
Humanities Courses .....	281
I Grade.....	60
Industrial Engineering Management Technology .....	234
Industrial Maintenance Mechanics .....	242
Industrial Maintenance Mechanics Courses.....	330
Industrial Technology.....	235
Information Systems Technology .....	243
Information Systems Technology Computer Networking .....	243
Information Systems Technology Computer Programming.....	244
Information Systems Technology Courses.....	333
Information Systems Technology Software Engineering.....	245
Information Technology Use Policy .....	363



Institutional Credit.....	62
Interior Design Technology.....	236
Intradistrict Transfers.....	71
Intramural Sports.....	101
Journalism Courses.....	282
Leadership Courses.....	282
Learning & Lifeskills Courses.....	283
Learning Management Platform.....	58
Liberal Arts.....	175
Libraries.....	47
Library & Science Courses.....	283
Mail Service.....	89
Maintenance Technology.....	246
Maintenance Technology Courses.....	341
Management.....	176
Marketing.....	177
Marketing Technology Courses.....	343
Mathematics.....	178
Mathematics Courses.....	283
Medical Office Technology.....	221
Military Called to Active Duty.....	72
Military Service Credit.....	64
Mission Statement.....	44
Mississippi Resident Tuition Assistance Grant (MTAG) Program.....	114
Modern Foreign Language Courses.....	285
MTAG (Mississippi Resident Tuition Assistance Grant) Program.....	114
Multiple-Campus College.....	45
Music.....	179
Music Applied Courses.....	286
Music Foundations Courses.....	288
Music Organizations Courses.....	290
Natural Science with Lab Core Courses.....	74
Non-Classroom Experiences.....	63
Nursing ADN (Associate Degree Nursing).....	205
Nursing LPN (Licensed Practical Nursing).....	262
Occupational Therapy Assistant Technology.....	247
Occupational Therapy Assistant Technology Courses.....	344
Officers of Administration.....	9
Online (see eLearning).....	47
Online (see eLearning).....	58
Online Counseling & Advising Policy.....	57
Orientation.....	54
Paralegal Technology.....	251
Paralegal Technology Courses.....	347
Paramedic.....	227
Parking and Traffic Regulations.....	91
Part-Time Students.....	49
Patronage Scholarships.....	128
Payment & Disbursement Information.....	109

Performance Scholarships .....	120
Philosophy and Bible Courses.....	290
Physical Therapist Assistant.....	252
Physical Therapy Assistant Courses .....	349
Physics Courses .....	291
Placement Guide by ACT and ACCUPLACER .....	54
Policies and Regulations .....	53
Political Science Courses .....	292
Practical Nursing.....	262
Practical Nursing Courses .....	360
Pre-Allied Health.....	165
Precision Machining Technology.....	256
Precision Machining Technology Courses .....	352
Pre-Cytotechnology .....	167
Pre-Dental.....	180
Pre-Dental Hygiene .....	168
Pre-Law .....	181
Pre-Medical.....	182
Pre-Medical Laboratory Science .....	169
Pre-Nursing (B.S.) .....	183
Pre-Occupational Therapy.....	170
Pre-Pharmacy.....	184
Pre-Physical Therapy .....	171
Pre-Radiologic Sciences .....	172
President's Scholarship .....	118
President's List .....	79
Pre-Veterinary.....	185
Pre-Veterinary Medical Technology .....	186
Prior Learning Assessment .....	64
Probationary Admission.....	50
Professional Staff.....	14
Program-Specific Handbooks.....	84
Psychology .....	187
Psychology Courses .....	293
Public Safety.....	91
Public Speaking Core Courses.....	74
Publications .....	137
Recreation .....	188
Re-Entry of Course/School Withdrawal.....	71
Refund Adjustment Policy .....	87
Registration.....	54
Reinstatement on Class Probation Policy .....	68
Repeats Course.....	62
Requirements for Internet-Based Courses.....	58
Reverse Transfer Graduation .....	80
Ridgeland Campus .....	46
Ridgeland Campus Officers.....	9
Scholarships .....	118
School Calendar .....	4

Second Degree.....	80
Secondary Education.....	189
Secondary Education Biology/Science.....	189
Secondary Education Chemistry/Physical Science.....	190
Secondary Education English.....	191
Secondary Education Mathematics.....	192
Secondary Education Music — Instrument Majors.....	193
Secondary Education Music — Piano Majors.....	194
Secondary Education Music — Voice Majors.....	195
Secondary Education Physical Education/Kinesiology (Teaching/Coaching).....	196
Secondary Education Physics.....	197
Secondary Education Social Studies.....	198
Secondary Education Technology Teacher Education.....	199
Semester Hour.....	60
Senior Citizen Plan.....	86
SGA Constitution.....	96
SkillsUSA Scholarships.....	119
Social Work Courses.....	293
Social Work/Sociology.....	200
Social/Behavioral Science Core Courses.....	74
Sociology Courses.....	293
Software Engineering Technology.....	245
Spanish.....	201
Special Requirements for Career-Technical Programs.....	86
Speech.....	202
Speech and Theater Courses.....	294
Sport Management.....	203
Strategic Initiatives.....	44
Student Activities.....	95
Student Center.....	89
Student Conduct.....	92
Student Contests.....	101
Student Grievance/Complaint Procedure.....	83
Student Housing.....	102
Student Load.....	62
Student Loan Program.....	113
Student Policies and Regulations.....	53
Student Records.....	80
Student Rights and Responsibilities.....	81
Student Services.....	88
Student Support Services.....	88
Student Tuition and Textbooks.....	53
Students Called to Active Duty.....	72
Summer School Admission.....	50
Sumners Grant.....	115
Support Staff.....	40
Surgical Technology.....	257
Surgical Technology Courses.....	354

Suspension Academic .....	52
Technical Certificate Requirements.....	77
Technical Course Descriptions.....	299
Technical Education Programs.....	213
Theatre .....	204
Transfer Credits .....	61
Transfer Students .....	49
Transient Summer School Admission .....	50
Tuition and Textbooks .....	53
Tuition/Fee Adjustment Policy .....	87
VA (Veterans Education Benefits .....	116
VA Probation and Suspension.....	117
Valedictorian and Salutatorian Scholarships.....	119
Vehicles on Campus.....	91
Veterans Education Benefits .....	116
Vision Statement.....	43
W Grade .....	61
Welding and Cutting Technology.....	264
Welding, Brazing and Soldering Courses.....	361
Withdrawal from Course(s).....	70
Withdrawal from School.....	70
Withdrawal Policy for Internet-Based Classes .....	69
Work-Based Learning Courses .....	355
Work-Based Learning Program .....	214
Work-Study Program .....	113, 117